



## EMPLOYEE EXIT INTERVIEW CHECKLIST

SECTION II (Employee) (Please check the appropriate boxes)	YES	NO
* Do you feel you were properly selected for your job considering your giftedness, talents/abilities, interest and education?		
* Did you like your job?		
* Did you feel you received adequate training on your job?		
* Do you feel the amount of work which you were asked to perform was reasonable?		
* Do you feel you were adequately recognized for the work you performed?		
* Do you feel the amount of responsibility given to you was adequate?		
* Do you believe you received fair pay for the work which you performed?		
* Do you feel the working conditions were good?		
* Do you feel your fellow employees were cooperative?		
* Do you feel you were kept properly informed about ministry policies and developments?		
* Do you feel the promotional prospects would have been good had you stayed?		
* Were you satisfied with employee benefits such as sick leave, vacation retirement plan, medical plan, etc?		
* If a friend of yours were looking for a job, would you recommend that he/she apply for work here?		
*		
*		
*		
What were your most important reasons for leaving?		
Signature:	Date:	