

# Exit Interview Checklist — Voluntary Termination

Employee's Name: \_\_\_\_\_

## Reason(s) for Termination (check all that apply)

- Accepting another job
- New job offers greater compensation
- New job offers greater responsibility or autonomy
- Dissatisfaction with supervisors or co-workers
- Employee health, including pregnancy
- Family health, including childcare
- Education
- Relocation
- Retirement
- Other: \_\_\_\_\_

## Reactions and Opinions

Ask the employee to rate each of the listed factors on this scale:

- 0 N/A or no opinion
- 1 Excellent
- 2 Good
- 3 Average
- 4 Fair
- 5 Poor

## Supervision

- \_\_\_\_\_ Adheres to established policies and practices
- \_\_\_\_\_ Gives fair and equal treatment
- \_\_\_\_\_ Recognizes good performance and accomplishments
- \_\_\_\_\_ Develops cooperation
- \_\_\_\_\_ Encourages suggestions and innovation

\_\_\_\_\_ Resolves problems and complaints

## **Training and Development**

\_\_\_\_\_ Training received

\_\_\_\_\_ Potential for career growth

\_\_\_\_\_ Opportunity for advancement

## **Pay and Benefits**

\_\_\_\_\_ Base pay

\_\_\_\_\_ Merit increases

\_\_\_\_\_ Increases granted on promotion

\_\_\_\_\_ Benefits

\_\_\_\_\_ Other compensation

## **Work Environment**

\_\_\_\_\_ Relationship within employee's department

\_\_\_\_\_ Relationship within other departments

\_\_\_\_\_ Relationship with supervisor

## **Administrative Matters**

- Arrange to obtain company property in the possession of the employee.
- Give the employee his or her final paycheck if your state law requires it or explain when he or she will receive the last paycheck. Advise the employee whether he or she will receive accrued vacation pay, and details of any other benefits that he or she will receive.
- Advise the employee of federal COBRA, and/or state COBRA-like continuation coverage or any company-provided continuation.
- If the employee is retiring, advise regarding use of 401(k) or similar funds, eligibility for pensions or continuing healthcare coverage, etc.