

Name	
Department	
Position	
Manager	
Employment Date	
Separation Date	

What prompted you to seek alternative employment?

	Type of Work		Quality of Supervision
	Compensation		Work Conditions
	Lack of Recognition		Family Circumstances
	Company Culture		Career Advancement Opportunity
	Business Direction		Other

Before making your decision to seek alternative employment, did you investigate other options that would enable you to stay?

	Yes
	If Yes, please describe:
	No

What did you think of your supervision in regard to the following?

	Always	Almost Always	Sometimes	Never
Demonstrated fair and equal treatment				
Provided recognition on the job				
Developed cooperation and teamwork				
Encouraged/listened to suggestions				
Resolved complaints and problems				
Followed policies and practices				

How would you rate the following communication and cooperation in relation to your job?

	Excellent	Good	Fair	Poor
Within your department				
With other departments				
In the company as a whole				
Between you and your manager				

What is your evaluation of the following?

Job Satisfaction	
Training you received	
Growth Potential	
Employee Morale	

Was your workload usually

<input type="checkbox"/>	Too great
<input type="checkbox"/>	Varied, but all right
<input type="checkbox"/>	About right
<input type="checkbox"/>	Too light

How did you feel about your salary and the employee benefits?

	N/A	Excellent	Good	Fair	Poor
Base Salary					
Medical Plan					
Dental Plan					
Vision Plan					
401k Plan					
Life Insurance					
Paid Time Off					
Short/Long Term Disability					
Stock Options					
Other					

Are there any other benefits you feel should have been offered?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If Yes, what benefits?	
Any other comments on benefits?	
How frequently did you get performance feedback?	

What were your feelings about the performance review process?
How frequently did you have discussions with your manager about your career goals?
What did you like most about your job and/or this company?
What did you like least about your job and/or this company
What does your new job offer that your job with this company does not?
Why is the new job/company better?
Do you have any suggestions for improvement? Have you raised them in the past?

Would you recommend this company to a friend as a place to work?

<input type="checkbox"/>	Yes, without reservations
<input type="checkbox"/>	Yes, with reservations
<input type="checkbox"/>	No

Additional comments about your job and time with our company