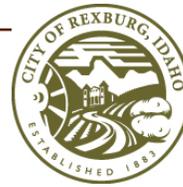


# EXIT INTERVIEW



PLEASE ANSWER EVERY QUESTION

**EMPLOYEE NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**REASON FOR LEAVING:** Resignation \_\_\_\_\_ Retirement \_\_\_\_\_ Discharge \_\_\_\_\_  
Lack of Work \_\_\_\_\_ Other \_\_\_\_\_

**LAST DAY OF WORK FOR THE CITY:** \_\_\_\_\_

\_\_\_\_\_ **ALL CITY-ISSUED EQUIPMENT RETURNED**

\_\_\_\_\_ **ID BADGE RETURNED TO HR**

**PLEASE RATE THE CITY EMPLOYMENT EXPERIENCE**

Excellent \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

Was pay adequate? \_\_\_\_\_ If not, what would have been adequate pay: \$ \_\_\_\_\_

Were you treated fairly? \_\_\_\_\_ If not, in what way were you not treated fairly:

\_\_\_\_\_  
\_\_\_\_\_

Would you wish to be considered for future employment with the City? \_\_\_\_\_

If so, in what position \_\_\_\_\_

Will you use the city as a reference for future employment? \_\_\_\_\_

Do you have another job? \_\_\_\_\_ Starting Date: \_\_\_\_\_

With whom: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Employee's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Employee's mailing address and phone number**

\_\_\_\_\_  
Interviewer's signature \_\_\_\_\_ Date \_\_\_\_\_