**CITY OF LITTLE ROCK**

**EMPLOYEE EXIT INTERVIEW**

NAME: DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: DIVISION:

 SUPERVISOR:

PHONE: POSITION TITLE:

HR STAFF: HIRE DATE:

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TERMINATION DATE:

In order to help us improve our services to employees and other departments, please answer the following questions. The data will be compiled and shared with departments and City administration on issues of turnover, employee relations, employee development and compensation.

**QUESTION AND RECORD EMPLOYEE'S COMMENT:**

1. Why are you leaving? \_\_\_ Retirement \_\_\_ Disciplinary action \_\_\_ Resignation, due to:

 \_\_\_ Medical reasons \_\_\_ Relocation \_\_\_ Advancement opportunity

 \_\_\_ Money \_\_\_ Supervisor issue \_\_\_ Coworker issue \_\_\_ Benefits
\_\_\_ Poor Training \_\_\_ Career development \_\_\_ Work environment \_\_\_ Other

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 **Questions regarding position**

2. On a scale of 1-5, with 1 being completely different and 5 being exactly the same, how similar were your day to day job duties compared to your expectations based on the hiring process?
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 How were your job duties the same or different than your understanding of the job based on the job description and the hiring process?

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3. On a scale from 1-5, with 5 being the highest, how adequately were you trained for your job? \_\_\_\_\_\_\_\_\_\_\_

 How many days of training did you receive? \_\_\_ 1-3 \_\_\_ 3-5 \_\_\_ more than one week

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4. What additional training could have been provided to help in developing better productivity on your job?

5. On a scale from 1-5, with 5 being the highest, how would you rate your overall job satisfaction? \_\_\_\_\_\_\_\_\_\_

 What did you like about your job?

 What did you dislike about your job?

 **Questions regarding Department**

6. On a scale of 1-5, with 5 being the highest, how would you rate your relationship with your supervisor? \_\_\_

7. What did you like or dislike about your supervisor?

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8. Were the goals for your department clearly communicated to you by your supervisor?

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9. Did your supervisor provide helpful feedback and/or performance evaluations?

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10. On a scale of 1-5, with 5 being the highest, how would you rate your relationship with your co-workers? \_\_\_

11. What did you like or dislike about your co-workers?

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12. On a scale from 1-5, with 5 being the highest, how would you rate your overall satisfaction with your Department? \_\_\_\_

 What did you like about working for your Department?

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13. What did you dislike about working for your Department?

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 **Questions regarding The City of Little Rock**

14. On a scale of 1-5, with 5 being very likely, how likely are you to work for the City again? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 What did you like about working for the City?

15. What did you dislike about working for the City?

16. Please explain why you would or would not consider working for the City again?

17. What other constructive comments do you have for management in regard to making this a better place to work?

**Additional Comments or Suggestions**

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Employee Signature / Date Human Resources Representative / Date