

Exit Interview – To be completed by the Employee

Date of Interview: _____

Employee ID# _____ Employee: _____

Job Assignment: _____

Date of Employment: _____

Date of Termination: _____

How long in this position: _____

List other jobs held at GC: _____

Primary reason for leaving: _____

Future plans: _____

What were the most enjoyable parts of the job? _____

What were the least favorite? _____

Evaluate the workload: _____

Describe your relationship with your supervisor: _____

How were your relationships with co-workers? _____

How satisfactory were your pay and benefits? _____

What should your replacement be aware of? _____

How satisfied were you with your chance to advance and/or learn new skills? _____

What is your assessment of the mission and direction of the college? _____

Other comments: _____

