

## About the Document

<b>name</b>	DP-HR-4600-M. Exit Interview Form
<b>owner</b>	HR
<b>access &amp; use</b>	Restricted to HR
<b>what it is</b>	A form that provides exit interview questions used to solicit feedback from employees who are leaving the Company.
<b>who uses it</b>	HR completes the form during an in person interview with the departing employee.

## Why This Process is Important

Exit interviews allow us to gather concrete feedback about our working environment, which we can then use to make improvements. For this reason, you'll notice that most of the multiple-choice questions included in this form address a negative topic, where the answers describe the degree of relevance related to the employee's reason for leaving the Company.

## Working with the Document

- ♦ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ♦ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ♦ Table cells will expand to accommodate any length of text.

## Instructions

1. Save a copy of the form. Include the departing employee's name in the file name.
2. Prior to meeting with the employee, complete the **Interview & Employee Information** section.
3. Meet with the employee in a location that allows you to access your computer or laptop, so that you can complete the form electronically during the meeting.
4. Ask the employee the questions in the form, and insert their responses directly into the form.

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