

Exit Interview Form

Interview & Employee Information

Employee name:	Insert name
Title:	Insert title
Manager:	Insert name of employee's manager
Employment status:	<input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary Full-Time <input type="checkbox"/> Temporary Part-Time
Tenure:	Insert tenure years
Last day of work:	DD/MM/YYYY
Position classification:	<input type="checkbox"/> Administration <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP <input type="checkbox"/> Other

Date of exit interview:	DD/MM/YYYY
Interview conducted by:	Insert name

Reason for Departure

Reason for departure	<input type="checkbox"/> Resignation <input type="checkbox"/> End of Contract <input type="checkbox"/> Other (please provide details in Comments)
	Comments: <input type="text"/>

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A complete HR Toolkit for small business to create and maintain your HR fundamentals.

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- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

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- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

<p>Lack of overall communication</p>	<p> <input type="checkbox"/> Strong influencing factor <input type="checkbox"/> Somewhat of an influencing factor <input type="checkbox"/> Not an influencing factor <input type="checkbox"/> Not applicable </p> <p>Comments: <input type="text"/></p>
<p>Your workload</p>	<p> <input type="checkbox"/> Strong influencing factor <input type="checkbox"/> Somewhat of an influencing factor <input type="checkbox"/> Not an influencing factor <input type="checkbox"/> Not applicable </p> <p>Comments: <input type="text"/></p>
<p>Lack of training opportunities</p>	<p> <input type="checkbox"/> Strong influencing factor <input type="checkbox"/> Somewhat of an influencing factor <input type="checkbox"/> Not an influencing factor <input type="checkbox"/> Not Applicable </p> <p>Comments: <input type="text"/></p>
<p>Lack of career advancement opportunities</p>	<p> <input type="checkbox"/> Strong influencing factor <input type="checkbox"/> Somewhat of an influencing factor <input type="checkbox"/> Not an influencing factor <input type="checkbox"/> Not applicable </p> <p>Comments: <input type="text"/></p>
<p>Lack of resources and tools to do your job</p>	<p> <input type="checkbox"/> Strong influencing factor <input type="checkbox"/> Somewhat of an influencing factor <input type="checkbox"/> Not an influencing factor <input type="checkbox"/> Not applicable </p> <p>Comments: <input type="text"/></p>

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<p>Relationship with your manager</p>	<p> <input type="checkbox"/> Strong influencing factor <input type="checkbox"/> Somewhat of an influencing factor <input type="checkbox"/> Not an influencing factor <input type="checkbox"/> Not applicable </p> <p>Comments: <input type="text"/></p>
<p>Your salary</p>	<p> <input type="checkbox"/> Strong influencing factor <input type="checkbox"/> Somewhat of an influencing factor <input type="checkbox"/> Not an influencing factor <input type="checkbox"/> Not applicable </p> <p>Comments: <input type="text"/></p>
<p>The position was not what you expected</p>	<p> <input type="checkbox"/> Strong influencing factor <input type="checkbox"/> Somewhat of an influencing factor <input type="checkbox"/> Not an influencing factor <input type="checkbox"/> Not applicable </p> <p>Comments: <input type="text"/></p>
<p>Your physical working environment</p>	<p> <input type="checkbox"/> Strong influencing factor <input type="checkbox"/> Somewhat of an influencing factor <input type="checkbox"/> Not an influencing factor <input type="checkbox"/> Not applicable </p> <p>Comments: <input type="text"/></p>
<p>Employee morale</p>	<p> <input type="checkbox"/> Strong influencing factor <input type="checkbox"/> Somewhat of an influencing factor <input type="checkbox"/> Not an influencing factor <input type="checkbox"/> Not applicable </p> <p>Comments: <input type="text"/></p>

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Is there anything else you would like to tell us?

Comments:

May we provide a copy of your feedback to your manager?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
May we identify you as the provider of this feedback?	Yes <input type="checkbox"/>	No <input type="checkbox"/>