Beloved Care Services Pty Ltd
Exit Interview Form

Employee Name:	**Date of Interview:**
Position title:	**Employee's Termination date:**
Supervisor/Manager:	**Employee's Commencement date:**
	Interviewer:

Termination Details: Please tick as appropriate					
Type		**Reason (if voluntary departure)**		**Next move**	
Resignation		Job Security		External Job Offer	
Internal Transfer		Job Duties		New Internal Position	
End of Limited Tenure Contract		Environment		Own/Family Business	
Retirement		Career Prospects		Primary Family Caregiver	
Retrenchment		Work Hours		Study	
Dismissal		Pay		Travel	
Deceased		Health		Retirement	
Other (specify):		Family Reasons		Unsure	
		Unspecified		Unspecified	

1.   Terms and conditions of employment

Employee Feedback			
Was the employee satisfied with the following:	**Yes**	**No**	**Comments**
Salary			
Superannuation			
Hours of work			
Working environment			
Other benefits/conditions			

Beloved Care Services Pty Ltd
Exit Interview Form

2. **Organisational relationships**

Employee Feedback	
What feedback did the employee offer about the organisation?	
What feedback did the employee offer about their supervisor	
What feedback did the employee offer about his/her team?	

Beloved Care Services Pty Ltd
Exit Interview Form

3.   Job satisfaction

Employee Feedback			
How did the employee view the following statements	**Yes**	**No**	**Comments**
He/She was a part of a good quality team			
His/Her job was interesting			
His/Her work objectives were clear and well understood			
He/She was able to influence and to have ideas accepted			

Beloved Care Services Pty Ltd
Exit Interview Form

4.   Overall

Employee Feedback			
How did the employee view the following statements?	**Yes**	**No**	**Comments**
Employees have a clear understanding of the organisation's objectives			
The organisation is good to work for			
The organisation provides sufficient training opportunities			
The organisation provides sufficient opportunities for career development			

Please list any constructive suggestions the employee may have offered to improve the organisation.

Beloved Care Services Pty Ltd
Exit Interview Form

Interviewer's Name:

_____

Signature   **Date:**

Interviewer's Signature