

**Community Clinic, Inc.  
Exit Interview Questionnaire**

Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

**Reason for Leaving the Company**

**1. The Job/Department/Company**

What did you like most and least about your job? Your department? The Company?

---

---

---

---

**2. Supervision**

Was the supervision you received satisfactory? If not, please explain.

---

---

---

---

---

**3. Communications**

Were you informed of changes in Company policies, practices, and other employee activities? If not, how could communications have been improved?

---

---

---

---

**4. Wage and Salary**

Was your wage or salary satisfactory for the work you were performing? If not, please explain.

---

---

---

**5. Training and Promotional Opportunity**

Was your training sufficient to enable you to do your job satisfactorily? Were you afforded the opportunity to train for job advancement? If not, please explain.

---

---

---

**6. Working Conditions**

Were the working conditions satisfactory? If not, please explain.

---

---

---

---

**7. Company Benefit Plan**

The Plan includes medical benefits, dental benefits, vacation (PTO), life insurance, disability insurance, 403(b) plan, etc. Did you consider these benefits satisfactory? If not, please indicate areas for improvement.

---

---

---

**8. What factors contributed most to your decision to leave the Company?**

---

---

---

**9. Are there any issues that Human Resources or the management staff should be aware of?**

---

---

---

**10. Do you have any suggestions on how Human Resources can better serve this Company and its employees.**

---

---

---

**11. Would you recommend Community Clinic, Inc. to a friend looking for employment?  
If not, please explain.**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

---

---

---

**Additional comments:**

---

---

---

---

---

---

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Date

**Thank you for completing the questionnaire. Your input is appreciated.**