

CDNI Care 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	<input type="checkbox"/>	Job Security	<input type="checkbox"/>	External Job Offer	<input type="checkbox"/>
Internal Transfer	<input type="checkbox"/>	Job Duties	<input type="checkbox"/>	New Internal Position	<input type="checkbox"/>
End of Limited Tenure Contract	<input type="checkbox"/>	Environment	<input type="checkbox"/>	Own/Family Business	<input type="checkbox"/>
Retirement	<input type="checkbox"/>	Career Prospects	<input type="checkbox"/>	Primary Family Caregiver	<input type="checkbox"/>
Retrenchment	<input type="checkbox"/>	Work Hours	<input type="checkbox"/>	Study	<input type="checkbox"/>
Dismissal	<input type="checkbox"/>	Pay	<input type="checkbox"/>	Travel	<input type="checkbox"/>
Deceased	<input type="checkbox"/>	Health	<input type="checkbox"/>	Retirement	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	Family Reasons	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
	<input type="checkbox"/>	Unspecified	<input type="checkbox"/>	Unspecified	<input type="checkbox"/>

1. Terms and conditions of employment

Employee Feedback			
Was the employee satisfied with the following:	Yes	No	Comments
Salary	<input type="checkbox"/>	<input type="checkbox"/>	
Superannuation	<input type="checkbox"/>	<input type="checkbox"/>	
Hours of work	<input type="checkbox"/>	<input type="checkbox"/>	
Working environment	<input type="checkbox"/>	<input type="checkbox"/>	
Other benefits/conditions	<input type="checkbox"/>	<input type="checkbox"/>	

CDNI Care 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?	

CDNI Care 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			

**CDNI Care 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.

**CDNI Care Pty Ltd
Exit Interview Form**

Interviewer's Name:

Signature

Date:

Interviewer's Signature