



EXIT INTERVIEW FORM

Instructions: It is NCIRE policy to conduct an exit interview with each employee upon separation. We would appreciate your honest opinions about your employment with our organization. Your objective feedback can help us to improve workplace conditions and make this company a better place to work. Please print out questionnaire and complete both sides. The questionnaire should be returned to NCIRE Human Resources Department. Thank you in advance for your valued opinion.

Employee Name	Separation Date
Position Title	Department/Service

Reason for Termination: (Please select the ONE best reason)

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| <input type="checkbox"/> Career Advancement (Check all that apply) | <input type="checkbox"/> Post Doctoral Training Concluded | <input type="checkbox"/> Dissatisfied with Position |
| ___ Higher compensation | <input type="checkbox"/> Temporary Assignment Concluded | <input type="checkbox"/> Dissatisfied with Management |
| ___ Higher level position | <input type="checkbox"/> Funding Ended | <input type="checkbox"/> Personal Reasons |
| ___ Opportunities for advancement | <input type="checkbox"/> Returning to school | <input type="checkbox"/> Other (Please explain): |

1. Were any promises made to you when you were hired that did not materialize? ☐ Yes ☐ No
If yes, please describe:

2. Did you feel that you received an adequate orientation when first hired regarding:

▪ The Company	<input type="checkbox"/> Yes <input type="checkbox"/> No
▪ Your position	<input type="checkbox"/> Yes <input type="checkbox"/> No
▪ Company policies and benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Did you feel that you were given adequate training to perform the job you were hired to do? ☐ Yes ☐ No

4. Did you feel free to go to your manager with suggestions or problems? ☐ Yes ☐ No

5. How would you rate the quality of management you received?

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
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6. Did you feel you were kept well informed of company policies and developments? ☐ Yes ☐ No
7. What was the most effective way for you to receive company information?
Direct mail to your home
NCIRE e-mail account
VA outlook e-mail account
UCSF e-mail account
Personal e-mail account
NCIRE intranet

8. Did you feel you were paid fairly for the work you did? ☐ Yes ☐ No

9. Did you feel you received accurate performance appraisals? ☐ Yes ☐ No

10. Did you feel you received reasonable consideration for promotional opportunities? ☐ Yes ☐ No

11. Were you satisfied with company benefits? ☐ Yes ☐ No
12. Were you satisfied with office/lab facilities? ☐ Yes ☐ No
13. What did you like best about your job?
14. What did you like least?
15. If you are leaving to work for another company, what advantages does your new position offer that your current position does not?
- a. Will you be working for a position in academia or industry? ☐ Yes ☐ No
- b. Will you be working for a position in industry? ☐ Yes ☐ No
- c. Which company or university?
16. What would you recommend that management do to make this a better place to work?
17. Finally, do you have any additional comments or unresolved issues?

Thank you for taking the time to complete this exit interview form.

Employee's Signature	Date
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