



Exit Interview Form

Employee Name: _____

Hire Date: _____

Department: _____

Last Day: _____

Job Position: _____

Supervisor: _____

Reason for leaving job position at City of Kenmare?

What did you enjoy most about working at the City of Kenmare and your job position?

What did you enjoy the least about working for the City of Kenmare and your job position?

What factors had a positive effect on your job position?

What factors had a negative effect on your job position?

Did you feel you had the necessary equipment/supplies to successfully complete your job?

Were there any areas you felt that had a lack of information and understanding of the City of Kenmare? If so, explain.

Any suggestions on how the City of Kenmare can improve? (Department, supervision, policies, etc?)

What changes would have made you reconsider and stay?

Other comments, concerns, etc....

Signature of Exiting Employee: _____

Date of Exit Interview: _____

Signature of Interviewee: _____