

Exit Interview Form

Name: _____ Division: _____

Date of Hire: _____ Termination Date: _____

Supervisor: _____

Employee Category: ☐ Regular ☐ Term ☐ State ☐ Casual ☐ Student

1. How would you describe your job?
2. What do you like most about working at the lab?
3. What do you like least about working at the lab?
4. If you could change something about the lab or your job what would you change?
5. Why are you leaving the lab?
6. What company are you going to?
7. What is the new job offering you that Jefferson Lab does not offer?
8. What critical skills are needed in the next person?

On a scale of 1 to 5 rate the following questions.

5= excellent, 4= very good, 3=good, 2= fair, 1= poor, or N/A = not applicable

1. How would you rate your supervisor on each of the following points?

- Demonstrates fair and equitable treatment
- Recognizes staff accomplishments
- Promotes cooperation
- Resolves complaints and problems
- Encourages feedback and suggestions
- Keeps staff informed
- Development of staff

2. How would you rate the following in your Division?

- Cooperation within your division
- Cooperation with other divisions'
- On-the-job training
- Advancement opportunity
- Communications with your division
- Morale
- Other:

3. How would you rate the lab in the following areas?

- Compensation
- Opportunity for Advancement
- Job Posting Process
- Performance Evaluations
- Upper management
- Other: