



## Employee Exit Interview Form

**Employee Name:** \_\_\_\_\_ **Date of Commencement:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date of Termination:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

Why are you leaving?

Did you enjoy working here? Why?

Did you learn different skills while working with HROI? What were they?

What did you like about working here?

What did you dislike about working here?

What suggestions would you make to improve HROI?

**HROI Property has been returned:**

Keys Signed: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Badge Signed: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Manuals, Files, etc. Signed: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Laptop Signed: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Printer/ Scanner Signed: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Misc. Items (please list) : \_\_\_\_\_

Signed: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Acknowledgement:**

I have received a copy and understand my obligations and commitments to HROI:

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_