

# EXIT INTERVIEW FORM

**Instructions:** We thank you for your time and service with the County and hope for the best for you. When someone leaves employment with the County, we feel it is an excellent opportunity for us to learn more about how we can improve as an organization and as an employer. Completing this exit interview form is voluntary, although we hope you decide to take advantage of this opportunity. Your insights are sincerely appreciated.

Please feel free to openly and honestly answer these few questions. Your answers will not influence any job references that we may be asked to give on your behalf, or your eligibility for reinstatement.

You may complete this form electronically or by hand. If by hand, you may write additional information on another sheet of paper as needed to more fully explain your answers.

## Reason(s) for Leaving

- What was the reason(s) why you decided to leave?

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- What could we have done better to keep you here?

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## Please Answer the Questions in this Section if You Are Leaving for a New Job

- Why did you decide to begin looking for a new job?

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- What does this new job offer to you that employment with the County does not?

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## About Your Job With the County

- What parts of your job did you enjoy most? Why?

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- What parts did you enjoy least? Why?

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**About Employment With the County**

- What can we do, as an office of the County, to:  
better serve the public?

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meet our employee's needs?

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- If a friend or relative were considering employment with our office, would you recommend it?

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**Additional Information**

- Please explain anything else that you would like us to know as it pertains to your job with the county, our office, or your decision to leave?

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Signature (Optional) Date

Thank you very much for your time and input when completing this form. We appreciate it.

- What parts did you enjoy least? Why?

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**About Employment With the County**

- What can we do, as an office of the County, to:  
better serve the public?

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meet our employee's needs?

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- If a friend or relative were considering employment with our office, would you recommend it?

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**Additional Information**

- Please explain anything else that you would like us to know as it pertains to your job with the county, our office, or your decision to leave?

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Signature (Optional) Date

Thank you very much for your time and input when completing this form. We appreciate it.