



Form #9

Candlelight for Environment, Education and Health

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EXIT INTERVIEW FORM

Employee's Name: _____ Job Title: _____

Department: _____ Employed From _____
To _____

Reason for Leaving: Resignation _____ Discharge _____ Layoff _____ Other

Have you accepted another position? Yes ____ No ____ If yes, where? _____

Present Title: _____ New Title: _____

Present Salary: _____ New Salary: _____ Additional Fringe Benefits
offered by new employer: _____

1. How long ago did you begin searching for another position? _____ What
incident or circumstance(s) made you begin looking for another job? _____

2. What were the reasons you decided your career goals could not be met here or could be better met
somewhere else? _____

3. Did you speak with your supervisor or anyone else in management or the Administration Office concerning your career goals? Yes _____ No _____

4. If the answer to 3 above was Yes, what was the outcome of this conversation? _____

5. If the answer to 3 above was No, why not? _____

6. Did you get along well with your supervisor? Yes ____ No _____. If No, please explain: _____

7. How well did your supervisor handle any complaints or grievances you may have had? _____

8. What could have been done to make your job here more rewarding? _____

9. What did you like best about your job? _____

10. What did you dislike about your job? _____

11. What makes the Candlelight a good place to work? _____

12. What makes the Candlelight a poor place to work? _____

13. How does your new position compare with the one you are leaving? _____

14. What recommendations would you have for making your department and/or Candlelight a better place to work? _____

15. Would you have stayed if a more-satisfactory arrangement could have been worked out? Yes _____
No _____ If yes, explain: _____

16. I authorize the placement of this Exit Interview form in my personnel file:
Yes _____ No _____

Employee Signature: _____ Date: _____