



Employee Exit Interview Form

This form is used to gather feedback from employees who are leaving the City of China Grove. The information provided will help the City improve its policies, workplace culture, and employee experience. Responses will be kept confidential.

Employee Information:

Employee Name:	
Department:	
Position:	
Last Day of Employment:	

1. What prompted you to begin searching for another opportunity?
2. What did you enjoy most about working for the City of China Grove?
3. What did you enjoy least about working here?
4. How would you describe the City's culture and work environment?
5. How would you describe your relationship with your supervisor?
6. Were your job responsibilities and expectations made clear to you?



7. Do you feel you received adequate training and resources to perform your job effectively?

8. Do you believe your contributions were recognized and valued?

9. What could the City do to improve retention and employee satisfaction?

10. Would you recommend the City of China Grove as an employer to others? Why or why not?

11. Do you have any additional comments or suggestions?

Employee Signature:	Date:
Interviewer Signature:	Date: