

**On Trac, Incorporated**  
**Exit Interview- Guided Worksheet**

Employee Name: \_\_\_\_\_

Job Function/Title: \_\_\_\_\_

System/Operation Location: \_\_\_\_\_

Interview Date: \_\_\_\_\_ by Phone? \_\_\_\_\_ In Person?

Interviewer: \_\_\_\_\_

**ONE:** First and foremost, ask the employee to explain in his own words why he is leaving the company. *“Tell me about your decision to leave On Trac?”*

**TWO:** Gently dig deeper. Find out what you could have done, in as much detail as possible. Write it all down for later reflection and discussion with HR and management. *“Is there anything the company could have done to prevent you from deciding to pursue another job?”*

**THREE:** Determine what this employee liked best about the company and his job. Try to keep an accurate written record of his comments as well as an assessment of his mindset. Look for “veiled anger” or sadness over leaving. *“Did you enjoy your work?”*

*“What did you like best about working for On Trac?”*

*“Did you build good relationships with fellow workers and management?”*

**FOUR:** Discuss the perks, benefits and policy issues. *“What is your opinion of the company benefits?”*

*“How did you feel about the way we do business?”*

**FIVE:** Ask about strong points and changes. *“What could we do at On Trac to improve our company?”*

*“What do you think are On Trac’s greatest strengths?”*

**SIX:** Recommendation of other applicants. *“Would you recommend other people to apply for work with On Trac?”* If not, *“Why not?”*

*“Is there anything else you would like to say to On Trac management as you depart from the company?”*

**Further Notes:**

Please give a quick summary of negative/positive sentiments in the interview.

Did you see any common denominators in this interview related to other exits in this system/project?

How does the information in this interview connect with this person’s history/record with On Trac?

What have we learned here that will help On Trac be a better company in the future?

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Signature of Interviewing Corporate Staff or System Manager