



EXIT INTERVIEW

Employee Information	
Name: (optional)	Date:
Job Title:	Dept.:
Supervisor:	Date of Hire:

CLINIC WIDE	Excellent	Very Good	Average	Poor	Unacceptable
JCMG as an employer					
Administration					
Policies and Procedures					
New Employee Orientation					
Wages					
Vacation Leave					
Holidays					
Sick Leave					
Other Benefits					
Competency of Supervisor					
Style of Management					
Job Challenge					
Job Satisfaction					
Advancement Opportunities					
Training & Development Program					
Co-Workers					
Physicians					
Other Professionals					
Physical Working Conditions					
Hours of Work					
Days of Work					
Appropriateness of Work Load					
Job Pressures/ Stress					
Employee Morale					

Comments on any of the above:

DEPARTMENT	Excellent	Very Good	Average	Poor	Unacceptable
Department Orientation					
Communication					
Cooperation with other depts.					
Opportunity for Training					
Co-Workers Morale					
Employee Morale					

Comments on any of the above:

IMMEDIATE SUPERVISOR	Excellent	Very Good	Average	Poor	Unacceptable
Follows Policies and Procedures					
Follows Department Regulations					
Demonstrates Equal Treatment					
Assigns Work Fairly					
Provides On-the-Job Training					
Willing to Listen to Staff					
Offers Praise & Encouragement					
Develops Team Effort					
Resolves Complaints & Problems					
Provides Opportunity for Growth					
Delegates Responsibility Fairly					
Establishes Realistic Standards of Performance					

Comments on any of the above:

General Questions about JCMG

Why did you seek/accept employment with JCMG?

Were your job expectations met while working here?

What did you like most about working for JCMG?

Would you recommend JCMG as a place to work? _____

What is/was your primary reason for leaving?

- | | |
|--|---|
| <input type="checkbox"/> Accepted Other Employment | <input type="checkbox"/> Continuing Education |
| <input type="checkbox"/> Family Obligations (marriage, pregnancy) | <input type="checkbox"/> Voluntary Retirement |
| <input type="checkbox"/> Better Benefits | <input type="checkbox"/> Other, Explain: |
| <input type="checkbox"/> Dissatisfied With Organization (supervision, opportunity for advancement, look for another job) | <input type="checkbox"/> Personal Reasons (work schedules, transportation, change of address) |

Suggestions for JCMG:
