

# TOWN OF MILFORD

## EXIT INTERVIEW FORM - VOLUNTARY



<b>Employee's Name:</b>	<b>Job Title:</b>
<b>Department:</b>	<b>Employed From:</b> <b>Employed To:</b>
<b>Reason for Leaving (check one)</b> <input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Discharge</b> <input type="checkbox"/> <b>Layoff</b> <input type="checkbox"/> <b>Other</b>	
Have you accepted another position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?	
<b>Present Title:</b>	<b>New Title:</b>
<b>Present Salary:</b>	<b>New Salary:</b>
<b>Additional Fringe Benefits offered by new employer:</b>	
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 Town of Milford a good place to work?

12. What makes the Town of Milford a poor place to work?

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

14. How would you rate the following:

	Outstanding	Very Good	Satisfactory	Fair	Unsatisfactory
Job responsibilities?	<input type="checkbox"/>				
Opportunity for achieving goals?	<input type="checkbox"/>				
Work environment?	<input type="checkbox"/>				
Supervisor?	<input type="checkbox"/>				
Pay?	<input type="checkbox"/>				
Benefits?	<input type="checkbox"/>				

15. What recommendations would you have for making your department and/or the Town a better place to work?

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

17. It has been explained to me that completion of this Exit Interview form is voluntary and I was given the option not to complete this form if I so desired.  Yes  No

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

Employee Signature

Date

Additional documentation is attached