Staff Exit Interview Form

Name: Date:

Positions held:

Why are you leaving (check all that apply)?

□ Contract ended □ Accepted a position elsewhere □ Moving to a new location □ Need a change □ Returning to school □ Didn’t feel well utilized □ Other time commitments □ Other:

What did you like best about working with us?

What suggestions would you make for changes/improvements?

Please rate the Museum in the following areas using the scale below:

Not Satisfactory Average Great

1 2 3 4 5

Training: Supervision:

Wages: Working Conditions:

Benefits:

Overall, how would you rate your work experience with us?

Not Satisfactory Average Great

1 2 3 4 5

Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Use Only:

□ Final Report received

□ Keys returned (if applicable)

□ Performance/Goal Review conducted

□ Record of Employment completed