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| **Employee Name:** | **Interview Conducted By:** | **Date:** |
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| **How did you learn about the job opening for your current position?** |
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| **Why did you accept this job versus another?** |
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| **Were the duties and demands of the job described accurately during the interview process?** |
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| **Were you given training to perform the job? Assess the quality of that training. What are some areas for improvement?** |
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| **Were your own expectations for the job met?** |
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| **How would you describe the workplace environment at (Insert Company Name Here)?** |
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| **Were there any special problem areas?** |
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| **What improvements can you suggest for the organization, your division / department, or your job, in order to make it easier, more challenging, or more interesting?** |
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| **Were you and your supervisor able to work together effectively?** |
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| **What kind of feedback did you receive from your supervisor, and how frequently?** |
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| **How could your supervisor have helped you more on the job?** |
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| **How would you describe your supervisor’s management style?** |
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| **How would you describe the culture of (Insert Company Name Here)?** |
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| **What do you like most about working here?** |
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| **What do you like the least about working here?** |
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| **What do you feel good about accomplishing in your job and in your time here?** |
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| **What factors contributed to your decision to leave? What could have been done to prevent you**  **from leaving?** |
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| **What makes your new job more attractive that your present job?** |
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| **Would you consider returning to this company if a position were available in the future?** |
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| **Additional Comments:** |
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