

Staff Departure Interview Evaluation Sheet

Employee Name:

Position/Job Title:

Department:

Date of Hire:

Date of Departure:

Interviewer:

Interview Date:

Reason for Leaving

Please state the reason for leaving:

Evaluation

Criteria	Excellent	Good	Average	Poor
Job Satisfaction				
Management Support				
Work Environment				
Communication				
Training & Development				
Recognition				

Suggestions for Improvement:

Additional Comments:

Date

Date