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## Appendix D

# EXIT-INTERVIEW GUIDE

CONFIDENTIAL

Employee's Name: \_\_\_\_\_

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

Employee's Position: \_\_\_\_\_

Department: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

Last Day: \_\_\_\_\_

1. What caused you to leave the Smoky River Water Commission?

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2. If you left to go to another organization, what attracted you to your new position?

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3. What aspects of your job with the Commission did you consider to be the most positive?

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4. What were the least desirable aspects of your job?

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5. What was your greatest contribution to the Commission?

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## EXIT-INTERVIEW GUIDE – continued...

6. Did you have a clear understanding of your job responsibilities?

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7. Did the Commission provide you with sufficient training to carry out your job?

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8. Did your supervisor provide you with sufficient support and assistance?

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9. Did you feel that you were satisfactorily supported by your co-workers?

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10. What are your thoughts about the adequacy or otherwise of your pay and benefits with the Commission?

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11. How fair was the distribution of work among you and your co-workers?

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## EXIT-INTERVIEW GUIDE – continued...

12. How fair was the distribution of recognition among you and your co-workers?

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13. What is your opinion of communications within the Commission?

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14. What is your opinion of the general morale among the employees of the Commission?

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15. What one thing should the Commission keep about its jobs or atmosphere?

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16. What one thing should the Commission change about its jobs or atmosphere?

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17. Is there anything else you would like to add or is there anything else the Commission should know?

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Name of Interviewer: \_\_\_\_\_