** Archdiocese of Los Angeles**

EXIT INTERVIEW

Employee Name: Department:

 Supervisor/
Job Title: Department Head:

1. Do you feel you had a clear understanding of your job?

[ ] Yes [ ] No

1. Did you receive adequate training?

[ ] Yes [ ] No

 Please explain:

1. Were you job duties clearly defined?

[ ] Yes [ ] No

 Please explain:

1. Did you have a fair chance to advance to greater responsibility?

 Please explain:

EXIT INTERVIEW

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1. How would you rate your supervisor?

[ ] Very Good [ ] Good

[ ] Fair [ ] Poor

 Please explain:

1. How would you rate employee morale in your department and the ACC?

[ ] Very Good [ ] Good

[ ] Fair [ ] Poor

 Please explain:

1. How do you feel about the benefits?

1. Do you feel that your skills, knowledge, and abilities were appropriately utilized?

[ ] Yes [ ] No

 Please explain:

PLEASE CHECK ONE OR MORE:

1. What did you particularly like about your job?

[ ] Wages [ ] Working Conditions

[ ] Supervisors [ ] Co-Workers

[ ] Policies [ ] Benefits

[ ] Type of Work [ ] Hours

Comments:

EXIT INTERVIEW

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PLEASE CHECK ONE OR MORE:

1. What did you particularly dislike about your job?

[ ] Wages [ ] Working Conditions

[ ] Supervisors [ ] Co-Workers

[ ] Policies [ ] Benefits

[ ] Type of Work [ ] Hours

Comments:

1. What suggestions do you have for improving your present job?

1. What is your reason for leaving?

I confirm that the above statement are true.

 Employee Signature Date

 Interviewer Signature Date

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Reviewed by Leadership Team:

 Signature Date