

# Part-Time Employee Exit Interview Form

Employee Name

Department

Position/Title

Start Date

Last Working Day

Reason for Leaving

If Other, please specify

## Feedback

Were your job duties what you expected?

How would you rate the training/orientation you received?

How would you describe your working relationship with your supervisor?

How would you describe the work environment?

What could we do to make this a better place to work?

### Final Comments

Any additional comments?