

Retail Cashier Exit Interview Checklist

Employee Information

Employee Name

Employee ID

Store Location

Department

Exit Interview Date

Interviewer

Checklist

- ☐ Uniform returned
- ☐ Employee badge/ID returned
- ☐ Cash register balanced and closed
- ☐ Store/Drawer keys returned
- ☐ System and POS access deactivated
- ☐ Locker cleared
- ☐ Company devices/phone returned
- ☐ Other items returned

Exit Interview Questions

Reason for Leaving

Feedback about Job Role

Suggestions for Improvement

Employee Signature

Date

Interviewer Signature

Date