



## Human Resources Department - Exit Interview

City of Hickory  
PO Box 398  
Hickory, NC 28603  
Phone: (828) 323-7421  
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Your participation in this exit interview is voluntary. A copy will be placed in your personnel file.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please choose the rating that best fits your work experience.

1-Strongly Agree, 2-Agree, 3-No Opinion, 4-Disagree, & 5-Strongly Disagree	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
My supervisor provided me with an appropriate level of supervision.	1	2	3	4	5
I could easily approach my supervisor with a question or problem.	1	2	3	4	5
My supervisor was consistently fair.	1	2	3	4	5
My supervisor listened to my concerns, questions and/or complaints.	1	2	3	4	5
My supervisor solved complaints.	1	2	3	4	5
My supervisor followed City and Department Policy.	1	2	3	4	5
I could easily approach my department head with a question or concern.	1	2	3	4	5
My coworkers and I worked well as a team.	1	2	3	4	5
My coworkers were willing to help if I needed assistance.	1	2	3	4	5
The City of Hickory's benefits package met my needs.	1	2	3	4	5
I knew whom to contact in Human Resources for benefit and employment questions.	1	2	3	4	5
My pay was fair and appropriate.	1	2	3	4	5
The City of Hickory's salaries are competitive.	1	2	3	4	5
My workload was appropriate, not too much and not too little.	1	2	3	4	5
I was concerned about my personal safety while performing my job.	1	2	3	4	5
I received the training I needed to perform my job in the manner that was expected of me.	1	2	3	4	5
I received adequate training and information regarding City policies and procedures.	1	2	3	4	5
I received proper safety training and instructions.	1	2	3	4	5
There are promotional opportunities within my department.	1	2	3	4	5
The City of Hickory is a good place to work.	1	2	3	4	5
I would recommend the City of Hickory as an employer to others.	1	2	3	4	5
My work performance was evaluated fairly and appropriately.	1	2	3	4	5
Performance expectations were clearly communicated to me.	1	2	3	4	5

1. What are some improvements your supervisor could make to improve relationships with staff? \_\_\_\_\_

2. What benefit improvements would you recommend? \_\_\_\_\_

3. What would you change about the position you are leaving? \_\_\_\_\_

4. What improvements could the City make to become a better employer and place to work? \_\_\_\_\_

5. Additional Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ HR Staff: \_\_\_\_\_