



POST-EMPLOYMENT INTERVIEW

Employee Name- _____ Position- _____

Dealership Representative Name- _____

Rep. Title- _____ Date: _____ Time: _____

Interview Questions and Notes:

What did you like about your job? _____

What did you dislike about your job? _____

What are some areas where we could improve as a company? _____

What specifically could we have done differently to retain your employment? _____

Will you return to us for your future auto needs? YES NO

Will you refer others to us for their future auto needs? YES NO

exiting employee signature

dealership representative signature

Internal Summary:

- Eligible for re-hire
- Not eligible for re-hire

Terminated

Check All That Apply

- Insubordination
- Harassment
- Negligence
- Sub-Standard Performance
- Tardiness
- No Call / No Show
- Other: _____

Voluntary Resignation

Check All That Apply

- Personal Reasons
- Not Enough Income
- Doesn't Enjoy the Job
- Doesn't Like Environment
- Doesn't Like the Schedule
- Management Issues
- Other: _____

Finalization

- Contact Auto HR
- Removal of Passwords
- Collect Dealership Assets