

# EXIT INTERVIEW



## POST-EMPLOYMENT INFORMATION

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