

CCASA Exit Interview

Employee’s Name

Resignation Date

Supervisor’s Name

Why are you leaving our organization?

Do you have a new job?

Where?

Title/Position

What did you like best about your job?

What did you like least about your job?

What changes would you make to improve the Program Assistant position if you were managing it?

Was the office culture welcoming to you? For example, were you able to express your ideas and share opinions openly; were your values and beliefs respected; and were you given the opportunity to express concerns and have them addressed in a timely fashion?

Do you have any feedback about the supervision structure of the Program Assistant Position? For example, were you given adequate support and assistance to excel at your work? Was the reporting structure easy to understand?

Do you have any additional comments or feedback about the Program Assistant position that would assist CCASA in the future?

Name of Interviewer(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | |  |
|  |  | |  |
|  |  |  |  |