



EXIT INTERVIEW

Your ideas and feedback are valuable to Zimbrick, Inc.! We would like to take this opportunity to ask for your feedback prior to your leaving the Zimbrick organization. Thank you for your cooperation and good luck in your future endeavors.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Fish Hatchery Rd. | <input type="checkbox"/> Zimbrick European | <input type="checkbox"/> Zimbrick Middleton | <input type="checkbox"/> Acura of Brookfield |
| <input type="checkbox"/> VW of Madison | <input type="checkbox"/> Zimbrick Eastside | <input type="checkbox"/> Body Shop East | <input type="checkbox"/> HDSC |
| <input type="checkbox"/> BMW | <input type="checkbox"/> Hyundai West | <input type="checkbox"/> Mini Cooper | |

Employee: _____

Supervisor: _____

Job Title: _____

Hire Date: _____

Department: _____

Last Day Employed: _____

SA = Strongly Agree D = Disagree
 A = Agree SD = Strongly Disagree

Please check the appropriate response to the questions below.

MY POSITION	SA	A	D	SD
1. The actual job duties for this position were what I expected based on discussion during the interview process.				
2. Zimbrick's training was adequate for my position.				
3. Manuals / Instructions were generally available. (may not be applicable to all positions)				
4. The workload was: (check one) <input type="checkbox"/> adequate <input type="checkbox"/> too much <input type="checkbox"/> too little for this position.				
5. My position was challenging and interesting.				
6. I had all the information & equipment to do my job effectively.				
7. The hours for my position were satisfactory.				
WORK ENVIRONMENT				
8. The working conditions (physical comfort and facilities, etc.) were good for my department.				
9. Department / employee meetings were useful.				
10. There was good cooperation and teamwork among my co-workers.				
11. There was open communication among my co-workers.				
12. Employees in other departments were helpful when I needed assistance.				
13. There was good communication between departments.				
MY SUPERVISOR / MANAGER. . . .				
14. Demonstrated consistent and fair treatment of all employees in my work group or team.				
15. Provided recognition on the job.				
16. Was knowledgeable in company policies and procedures.				
17. Followed policies and procedures consistently.				
18. Encouraged my feedback and welcomed my suggestions.				
19. Kept employees informed on matters directly related to their job.				
20. Expressed instructions clearly.				
21. Was knowledgeable regarding output and accomplishments of their staff.				
22. Listened openly to my concerns, problems, ideas and/or suggestions.				
23. Was interested in my career development.				
24. If asked by a friend, I would highly recommend working for my Supervisor/Manager.				



EXIT INTERVIEW

POLICIES AND PROCEDURES	SA	A	D	SD
25. The information communicated during Orientation was accurate and complete.				
26. The Zimbrick Employee Handbook was available and easy to understand.				
27. The information I received on departmental policies was accurate and complete.				
28. Zimbrick's performance review system was satisfactory.				
29. Zimbrick's internal job posting policy was administered consistently.				
30. I was satisfied with advancement opportunities.				
31. I was satisfied with the opportunities to participate in decision-making to solve customer problems.				
32. Pay for my position was adequate.				

Employee Comments: _____

BENEFITS

Complete the following section only if you were eligible for benefits. How satisfied were you with the following:

Benefit	Very Satisfied	Somewhat Satisfied	Not Satisfied	Did Not Use
Cafeteria Plan (Medical Reimbursement & Dependent Care)				
Dental Insurance				
Discount Vision Card				
Employee Assistance Program (EAP)				
Education and Training				
Health Insurance				
Life Insurance				
Short Term Disability Insurance				
Voluntary Life Insurance				
Service Discounts				
Vehicle Purchase Program				
401(k) and Profit Sharing Plan				
Sick Pay Benefit				
Vacation Benefit				

I was eligible to participate in Zimbrick benefits, but did not participate because: (check all that apply)

- Was on my spouse's insurance
- Spouse's coverage was cheaper
- Poor coverage
- Spouse's coverage was better
- Too expensive
- Other: _____