

***Supervisor's Exit Questionnaire***  
**The Adjutant General's Department**  
**State Human Resources**

Separating employee: \_\_\_\_\_

Date of Separation: \_\_\_\_\_

Supervisor: \_\_\_\_\_

1. How long have you supervised the employee? \_\_\_\_\_

2. In your opinion, what is the reason the employee decided to leave? \_\_\_\_\_

\_\_\_\_\_

3. Would you recommend this employee for rehire? \_\_\_\_\_

Please explain: \_\_\_\_\_

4. Did employee give two weeks notice? \_\_\_\_\_ If not, was two week notice waived?

\_\_\_\_\_

5. Please rate the following job traits:

**Competency**

UN – Unsuccessful SS – Somewhat Successful FS – Fully Successful CS – Clearly Superior TD – Totally Distinguished

	<b>Job Trait</b>	<b>UN</b>	<b>SS</b>	<b>FS</b>	<b>CS</b>	<b>TD</b>	<b>Comments</b>
1.	Quality of Work						
2.	Quantity of Work						
3.	Work Relationships						
4.	Attendance						
5.	Supervisory Skills (If Applicable)						

6. a. What are the employee's strengths?

b. Weaknesses?

7. Other comments:

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date