

# REACO HEATING & AIR CONDITIONING, INC.

## EXIT INTERVIEW ACKNOWLEDGEMENT

Name \_\_\_\_\_

Date \_\_\_\_\_

### PLEASE READ THE FOLLOWING CAREFULLY BEFORE YOU INITIAL AND SIGN THIS EXIT INTERVIEW FORM

- ✓ I hereby authorize the Company, its employees and its representatives to release the below checked information in response to requests to provide employment reference and verification information. I agree to release and hold harmless the Company, its officers, agents, employees and assigns from any and all liability of whatever kind which may or might at any time hereafter result because of the Company compliance with this authorization and request to release information, or any attempt made to comply with it.

\_\_\_\_\_  
(initial)

**You may provide any information regarding my employment, job performance, or related matters**

**Please limit information to the following (check all that apply):**

- Dates of Employment*     *Job Title - Responsibilities*     *Rehire Status*  
 *Performance*     *Reason for Leaving*

- ✓ I have reported all work-related injuries and illnesses that may have occurred during my employment with the Company. I am not aware of any symptoms of illness or injury resulting from my employment at the Company.

\_\_\_\_\_  
(initial)

- ✓ I acknowledge receipt of my last paycheck, which includes earnings for all work performed through this date and pay for any and all accrued but unused benefits.

\_\_\_\_\_  
(initial)

- ✓ I have returned to the Company, and no longer have in my possession, all property belonging to the Company including but not limited to equipment, confidential information, whether stored electronically or on paper, and all copies thereof.

\_\_\_\_\_  
(initial)

- ✓ I have complied with and will continue to comply with all the terms of any/all agreements that I have signed during the course of my employment.

\_\_\_\_\_  
(initial)

- ✓ I agree that I will preserve as confidential and not use, for the benefit of myself or others, any confidential information that have now or could in the future have economic value to the Company.

\_\_\_\_\_  
(initial)

- ✓ To ensure COBRA Notices, Retirement Plan Info, W-2's, etc. will be delivered.

My Current Mailing Address is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(initial)

➤ **REASON FOR LEAVING THE COMPANY:**

- Resignation                       *To Accept a Substantially Better Job*                       *Relocation*  
 Involuntary Termination     *Reduction in Force*  
 Retirement  
 Other (please explain): \_\_\_\_\_

**I have voluntarily completed and received a copy of this exit interview acknowledgement.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

# EXIT INTERVIEW QUESTIONNAIRE

Name \_\_\_\_\_

Date \_\_\_\_\_

Please check (☒) the box which best expresses how you would rate

## **THE JOB**

	HIGH	MEDIUM	LOW
1. The training you received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The opportunity to use your abilities and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The opportunity to do challenging & interesting work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Your work load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The recognition for the work you did	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The amount of responsibility you were given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The opportunity to supervise other people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Your pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: \_\_\_\_\_

## **COMMUNICATIONS & POLICIES**

	HIGH	MEDIUM	LOW
1. The information you received on company policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The information you received on policies in your area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The overtime policies & practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The opportunity for career growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The salary review policy & practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The performance review policy & practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The opportunity to participate in decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The reception of new ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: \_\_\_\_\_

## **SUPERVISION & WORK ENVIRONMENT**

	HIGH	MEDIUM	LOW
1. Your supervisor's qualities as a manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Your supervisor's awareness & attention to your problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Your supervisor's interest in your career development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Your supervisor's review of your performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Your supervisor's review of your salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The communication among your co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The rate of cooperation among your co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: \_\_\_\_\_

## **WORKING CONDITIONS & BENEFITS**

	HIGH	MEDIUM	LOW
1. Safety program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Absence and Lateness policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Vacation/PTO policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Medical coverage (individual)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Medical coverage (family)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Other benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Our company as a place to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: \_\_\_\_\_