

EXIT SURVEY SAMPLE

Our practice wants to thank you for the dedication and loyalty you exhibited during your employment in our office. Your contribution to the practice was valuable. Although your departure is a loss to our practice, we wish you the very best in your new position and future career choices.

We feel that our departing employees are in the best position to tell us how the management of the practice works and if we are meeting employees' needs. We value your opinion and would appreciate it if you would take the time to complete and return this *confidential* survey to our office within one week. Please explain any "no" answers and give additional comments/suggestions on the reverse side. Thank you!

	Yes	No
Were employees informed ahead of time about changes?	<input type="checkbox"/>	<input type="checkbox"/>
Did you feel in control of your workload?	<input type="checkbox"/>	<input type="checkbox"/>
Did management care how you really felt about your work?	<input type="checkbox"/>	<input type="checkbox"/>
Was management open and honest in dealing with employees?	<input type="checkbox"/>	<input type="checkbox"/>
Did management have the ability to solve major administrative problems?	<input type="checkbox"/>	<input type="checkbox"/>
Was more emphasis placed on the quality rather than the quantity of the work?	<input type="checkbox"/>	<input type="checkbox"/>
Did you have a clear understanding of what was expected of you?	<input type="checkbox"/>	<input type="checkbox"/>
Were employees eager to come to work most of the time?	<input type="checkbox"/>	<input type="checkbox"/>
Was the office environment between employees and physicians comfortable?	<input type="checkbox"/>	<input type="checkbox"/>

Name three things we could do to better serve our employees:

1. _____

2. _____

3. _____



FPM Toolbox To find more practice resources, visit <https://www.aafp.org/fpm/toolbox>.

Developed by Judy Capko. Copyright © 2001 American Academy of Family Physicians. Physicians may duplicate or adapt for use in their own practices; all other rights reserved. Related article: <https://www.aafp.org/fpm/2001/0400/p29.html>.