



# Town of Lake Placid

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This exit interview is furnished so we can improve the Town's relationship with our employees. Please answer each question and furnish the finished product to either the Town Administrator or the Mayor. Feel free to add paper or request an in person interview if needed.

EMPLOYEE NAME \_\_\_\_\_ DATE \_\_\_\_\_ POSITION HELD \_\_\_\_\_

Why have you decided to leave employment with the Town?

Did any act, or failure to act, on the part of any supervisor contribute to your decision to leave?

How can the Town of Lake Placid better retain employees such as yourself in the future?

What did you value with your job while working with the Town?

Do you feel you were given adequate resources to do your job? What additional resources would you suggest the Town implement?

Have you shared your concerns with anyone in the Town government prior to deciding to leave? What was the response?

Was a single event responsible for your decision to leave?

What could your supervisor (or any part of Town Government) do to improve their management styles and relations with employee?

What does your new job offer that encouraged you to accept their offer and leave this employment?

Have you been treated unfairly in any way by the Town of Lake Placid? Please describe.

Have you observed other town employees being treated in a way that you feel was unfair? Please describe.

Please rank your working experience while with the Town of Lake Placid:

1 = best      10= worst

Pay \_\_\_\_\_

Insurance \_\_\_\_\_

Training \_\_\_\_\_

Supervision  
qualities \_\_\_\_\_

Communication  
with employees \_\_\_\_\_

Employee support  
systems \_\_\_\_\_

Workplace  
harassment control \_\_\_\_\_

Quality of work  
environment \_\_\_\_\_

**Employee Signature**

**Received by**