

BAY AREA RAPID TRANSIT DISTRICT

VOLUNTARY TERMINATION AND EXIT INTERVIEW FORM

This form is to be used if an employee submits a letter of resignation choosing to resign from the District. The employee's Supervisor and the Personnel Analyst should fill out this form and forward it to Human Resources. The Termination Form must also be completed in addition to this form.

Employee Name: _____ Employee ID: _____
 Job Title: _____ Last Day Worked: _____
 Dept. Name & Number: _____ Reports To: _____

I EXIT INTERVIEW - To be completed by Staffing and Compensation

Summary – Check “YES” or “NO” – Whichever is Applicable	YES	NO
1. Employee expects to leave community?		
2. Employee expects to get a similar job?		
3. Employee feels that BART supervision is satisfactory?		
4. Employee has compelling reasons for resignation?		
5. Employee feels the opportunities were satisfactory?		
6. Employee feels the job conditions were satisfactory?		
7. Employee feels the job was not what they expected?		
8. Employee feels the job was too far to travel?		
9. Employee feels their employment was sufficiently steady?		

Personnel Analyst Remarks:

Personnel Analyst Signature _____
Date Signed



Employee's Statement:

Employee's Signature

Date Signed

II SUPERVISOR'S EVALUATION

Check "YES" or "NO" – Whichever is Applicable	YES	NO
1. Do you consider this employee's job performance satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has employee's attendance been satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has employee's safety habits been satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you believe this employee has the capacity to move upward in your department?	<input type="checkbox"/>	<input type="checkbox"/>
5. Would you rehire this employee?	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Signature

Date Signe

