

(This is designed to be a menu – please select relevant questions for your business)

## EXIT INTERVIEW

**Name:**

**Date:**

### **Your role:**

What circumstances prompted you to start looking for another job?

Under what circumstances, if any, would you consider returning to [company]?

To what do you think you contributed most?

Do you feel your job description changed since you were hired, and if so, in what ways?

Did you feel you had the tools, resources and working conditions to be successful in your role? If not, which areas could be improved and how?

Do you feel you had the necessary training to be successful in your role? If not, how could it have been better?

Did you feel your skills were fully utilised? If not, how could they have been?

### **The Company:**

To what extent do you think employee contributions are recognised? If not, how do you think this could be improved?

Were there any company policies you found difficult to understand? How can we make them clearer?

How would you describe company culture?

How would you describe your manager? How would you improve their management style?

What was the best part of your job here?

Do you feel like the company is open and transparent? In what ways could internal communication be improved?

### **Improvements:**

What can we improve on?

Do you have any suggestions for improving employee morale and experience?

### **Concerns:**

Do you have any concerns about [company] you'd like to share?

Is there anything else you'd like to add?