

[insert organisation name/logo]

## Staff Exit Interview

Employee Name: \_\_\_\_\_

Last Day: \_\_\_\_\_

Interviewer Name: \_\_\_\_\_

Interview Date: \_\_\_\_\_

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Why are you leaving? Did anything trigger your decision to leave?

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\_\_\_\_\_  
\_\_\_\_\_

Are you leaving to go to another employer? (If yes who )

\_\_\_\_\_

What did you find most satisfying about your job?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did you find least satisfying about your job?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you change about your job?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did your job duties turn out to be as you expected?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you receive enough training to do your job effectively?

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Did you receive adequate support to do your job?

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Did you receive sufficient feedback about your performance?

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Were you satisfied with **[insert organisation name]** s performance management process?

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What would you improve to make **[insert organisation name]** a better workplace?

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Were you happy with your pay and other incentives?

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Were you happy with the quality of the supervision you received?

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What could your immediate supervisor do to improve his/her management style?

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Based on your experience with **[insert organisation name]** , what do you think it takes to succeed here?

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Would you recommend working for **[insert organisation name]** to your family and friends?

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How do you generally feel about **[insert organisation name]** ?

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What did you like most about **[insert organisation name]** ?

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What did you like least about **[insert organisation name]** ?

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What does your new organisation/ role offer that **[insert organisation name]** doesn't?

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Did anyone in **[insert organisation name]** discriminate against you, harass you or cause hostile working conditions?

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Would you like to provide any comment on your initial induction at **[insert organisation name]** ?

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Would you like to work for **[insert organisation name]** again in the future? (If no please provide a reason)

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Would you like to provide **[insert organisation name]** with any further feedback?

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Line supervisor's comment on staff members performance

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Line Supervisor Name \_\_\_\_\_

Line Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_