

[ORGANISATION NAME]

Exit interview conducted by [NAME], [ROLE], [LOCATION]

[DATE]

Employee details

Name	
Role	
Location	
Leaving date	

Section 1: Reasons for leaving

What prompted you to start looking for another job?

What was the biggest factor that led you to accept the new job?

Would anything have made you consider staying?

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Section 2: Feedback on the role

What did you like most about your role with us?

What did you like least about your role with us?

Do you feel your role matched the job description?

☐ Yes

☐ No

Comments

Do you feel you had the right tools and resources to do your job effectively?

☐ Yes

☐ No

Comments

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Do you feel you received the necessary training in order to be successful in your job?

☐ Yes

☐ No

Comments

Do you feel you were given clear goals and objectives?

☐ Yes

☐ No

Comments

Do you feel that your work was recognised and appreciated?

☐ Yes

☐ No

Comments

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If you could change anything about the job, what would it be?

Section 3: Rewards and benefits

How satisfied were you with your salary?

☐ Very satisfied ☐ Satisfied ☐ Neither satisfied or dissatisfied ☐ Dissatisfied ☐ Very dissatisfied

Comments

How satisfied were you with your other work benefits and rewards?

☐ Very satisfied ☐ Satisfied ☐ Neither satisfied or dissatisfied ☐ Dissatisfied ☐ Very dissatisfied

Comments

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Section 4: Working relationships

How satisfied were you with your relationship with your line manager?

☐

Very
satisfied

☐

Satisfied

☐

Neither
satisfied or
dissatisfied

☐

Dissatisfied

☐

Very
dissatisfied

Comments

What did your line manager do well?

How could your line manager improve?

Do you feel you received the support you needed from other managers, including senior management?

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Overall, how satisfied were you with your relationships with your colleagues?

☐

Very
satisfied

☐

Satisfied

☐

Neither
satisfied or
dissatisfied

☐

Dissatisfied

☐

Very
dissatisfied

Comments

How would you describe morale within your team at the moment?

Section 5: Feedback on the organisation

What did you like most about working for us?

What did you like least about working for us?

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Do you feel that you had adequate access to opportunities to learn, develop and progress with us?

☐ Yes

☐ No

Comments

Do you feel that employees are treated fairly and with respect here?

☐ Yes

☐ No

Comments

If you could change anything about the organisation, what would it be?

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Would you recommend working for us to a friend?

☐ Yes

☐ No

Comments

Would you consider re-joining us in the future?

☐ Yes

☐ No

Comments

Section 6: Any other comments

Do you have any additional comments you would like to add or tell us about?