

‘OHANA WORKPLACE ALLIANCE • RESOURCE TOOL KIT

Exit Interview

‘Ohana-friendly exit interview questions for departing employees

Exit interviews are conducted when an employee plans to leave or has left your organization. Here are examples of ‘ohana-friendly exit interview questions you could include in your exit survey. The responses will help inform the organization about employee needs that could be addressed with ‘ohana-friendly practices.

Use the full set below or select the questions most relevant to your organization. Replace [Organization Name] throughout before use.

Work Environment, Culture, Values

- ☐ What factors contributed to your decision to leave our organization?
- ☐ What would have made you decide to stay?
- ☐ How would you describe our organization's culture?
- ☐ How well did your schedule (hybrid, flextime, in-person, etc.) work for you?
- ☐ Did the job match what was described when you were hired?

Manager & Team Relationship

- ☐ How would you describe your relationship with your manager?
- ☐ Did you feel heard and valued by the organization?

Family Friendly Programs

- ☐ Did you participate in programs (events, activities, etc.) at our organization?
- ☐ While working at our organization, how well were you able to manage work-life balance?

Compensation & Benefits

- ☐ How well did the benefits meet your needs and expectations? Please describe.
- ☐ How satisfied were you with your salary and incentives?
- ☐ How did your pay and benefits affect your motivation and retention?

Reason for Leaving

- ☐ What was the most significant factor that influenced your decision to leave?
- ☐ How likely would you be to return to the organization if an opportunity arises?
- ☐ Was there a specific moment or event that made you start looking?

Using What You Learn

Exit interview themes are a valuable, if sometimes uncomfortable, source of employee-needs data. Feed recurring themes into Step 4 of the Organizational Needs & Resource Capacity workbook, and revisit them during the annual Evaluate phase of the Strategy Alignment Overview.

Related templates: *Stay Interview (for current employees). Organizational Needs & Resource Capacity (to act on what you learn).*