

Exit Interview Form

Notes:

1. The objective of the Exit Interview is to obtain frank responses to questions on how the operations of the business can be improved, both for the company and the employees.
2. The Exit Interview should be conducted within the last three days of employment. It needs to be made clear there will no repercussions with regard to pay or references as a result of responses given.
3. Firstly, these questions should be given to the leaving employee, who should fill out their responses before attending the Exit Interview. The manager will then go through the responses with the employee. The final version will be agreed between the manager and the employee and used as a basis for improving operations.

Name of Employee:	
Name of Manager:	
Date of Exit Interview:	
Date of last day of employment:	
Status: delete as appropriate	Employee's draft / Manager's draft / Final version

Please respond to the following questions using a rating of 1 to 5 (1 for very good, 5 for very poor) where appropriate.

1 What was your job title and what were your main areas of responsibility?	
Comments:	

2 How clear were you in what you were expected to do (i.e. your job role)?	1 2 3 4 5
Comments:	

3 How clear was your remuneration package (i.e. pay, terms and conditions)?	1	2	3	4	5
Comments:					

4 How satisfied were you with the recruitment procedure in general (e.g. how the actual job compared with the impression given by the job advert and job description (if appropriate)).	1	2	3	4	5
Comments:					

5 How clear was the induction and training process in helping you to perform in your job?	1	2	3	4	5
Comments:					

6 How good was the overall support from your superiors and colleagues in helping you to perform in your job?	1	2	3	4	5
Comments:					

7 If you had a Staff Appraisal, how happy were you with the way it was undertaken?	1	2	3	4	5
Comments:					

8 How good were communications within the company in general?	1 2 3 4 5
Comments:	

9 What did you like about the job?	
Comments:	

10 What did you dislike/find difficult about the job?	
Comments:	

11 What do you feel could be done to improve your job role to make it better for the next person?	
Comments:	

12 Can you identify the main reason why you want to leave the job?	
Comments:	

13 What are you leaving the job to do?	
Comments:	

14 Are there any other general points or issues you would like to raise?	
Comments:	

Employee signature:	
Manager signature:	
Date:	

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