

## **EXIT INTERVIEW TEMPLATE**

The exit interview is designed to gather information that will enable the organisation to understand what it does well, develop employee attraction and retention strategies and to make the company a better place to work.

The following interview format should be used as a basis for discussion only. The exit interview process is intended to be anonymous in respect to the employee so that they are encouraged to speak freely and frankly.

The notes from an exit interview are generally not available for wider circulation “verbatim”, only a summary of the information is normally made available, so that confidentiality is protected. Employees should be asked to sign a written consent to enable disclosure. Information contained in this form should be stored securely and not used for any other purpose that it was intended. Specific details should not be discussed with their Manager unless the employee gives authority to do so.

Date	Name of Interviewer	Business Unit	Location	Name of Employee
Age of Employee	Male/Female	Employment Duration	Leaving Date	Last position held

### **WHY ARE YOU LEAVING**

Place an ‘x’ in the box that identifies the main reasons for your resignation.

Study	Health	Family Reasons	O/E Travel	Conflict	Career	Pay	Communication
Hours of Work	Feedback	Resources	Values	Physical site	Training	Company Direction	Other

### **RECRUITMENT**

- What attracted you to join the company?
- When you joined the company, was the recruitment process a swift, informative, appropriate and positive experience?
- When you commenced, were the expectations that had been set throughout the recruitment process, met?

### **INDUCTION**

- When you joined the company, was the induction process informative, appropriate in terms of timing and content, beneficial?
- What improvements would you like to see?

### **COMMUNICATION**

- Has the communication process or lack of communication caused you issues? If yes, please explain.
- Do you consider that you have reasonable knowledge of what happens within other areas of the company? If yes, how do you get the information?
- How do you think communication could be improved?

### **LEADERSHIP**

- What is your opinion of the leadership in the company? Please specifically comment on how you feel about the relationship between you and your Manager.
- Please comment on positive and negative aspects of leadership in this company.
- Have you been encouraged to share your ideas and opinions with your peers/team leader/manager? Have you done this? If yes, what was the result? If no, why not?
- Has your Manager adequately recognized you for your efforts?

### **TRAINING and DEVELOPMENT**

- Have you been encouraged to undergo further training? Did training take place as a result of this?
- How much training have you received in the last 12 months? What type (eg: Classroom, self-study, mentoring, etc). What subject(s) (eg: Management, Developmental, Technical, etc)
- How was the training need determined

## CAREER DEVELOPMENT

- Are you aware of career opportunities for you within the company? How? Is this important to you?
- Have you spoken to anyone about career development? If yes, was the outcome satisfactory? If no, why not?
- Were your career aspirations met?

## PERFORMANCE REVIEW

- Have you had a performance appraisal in the last 12 months? Did you find it beneficial? If yes, in what way? If no, what was the reason? Were goals / competencies set and have they been regularly reviewed?
- Do you regularly receive informal appraisals/feedback?

## YOUR JOB

1 2 3 4 5

←-----→

Poor Excellent

In terms of your current role, how would you rank the following: (tick the appropriate box)

	1	2	3	4	5
Clear reporting structure					
Opportunity to be innovative					
Level of responsibility your job involves					
Involvement in decision making					
Job training					
Work environment					
Opportunities for advancement					
Level of boredom in the job					
Salary in relation to the job					
Frustration with systems and procedures					
Organisational response to change					
Relationships with peers					
Level of challenge					
Utilisation of skills and talents					

## REMUNERATION / REWARD & RECOGNITION

- Do you believe your remuneration is fair for the job you are doing? If not, why? No
- What benefits do you get as part of your package? What is your opinion of benefits available? Would you rather have the benefits or cash up?
- Are there other benefits you think the company should consider offering?
- What other types of reward and recognition have you received?

## THE NEW POSITION

- Do you have a new job to go to? Who/where?
- If you do not have a job, what options are you now pursuing?

## GENERAL

- How would you describe the general moral of the team you are part of? What are the issues?
- From the time you started looking, how long did it take you to secure alternative employment?
- Was your Manager and/or peers aware that you were seeking alternative employment? If yes, was anything done to counsel you?
- What could we have been done to stop you leaving (if anything)?
- Would you consider joining the company again in the future? Why/not?
- Is there anything else you'd like to say/add?

**Thank you for your time and good luck.**