EXIT INTERVIEW

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

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last day of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Why did you begin looking for a new job?
2. What ultimately led or motivated you to accept the new position?
3. If there were any concerns, did you ever discuss them with your manager or anyone else? What were the outcomes?
4. On a scale of 1 to 10 how would you rate your employment experience at <<Company Name>>?
5. What could have been done for you to remain employed here?
6. How would you rate the culture or environment at your branch/department?
7. How would you describe the culture or environment at your branch/department?
8. If you could change anything about your position or the branch/department, what changes would you make?
9. Please describe in detail your relationship with your manager, especially in terms of going to him or her with issues and his or her general accessibility.
10. On a scale of 1 to 5 how well did you feel your job aligned with your expectations?
11. How well did your job align with your expectations? Do you feel that the job was presented to you accurately when during the hiring process?
12. Did you feel that you were equipped with the required resources and tools to excel?
13. What were the most significant challenges you faced in your position?
14. What did you enjoy most about your position? What did you dislike about your position?
15. How satisfied were you with the compensation and benefits package you received throughout your employment at <<Company Name>>?
16. Would you consider coming back to work at <<Company Name>> in the future?
17. If yes, in what area or function? What, if anything, would need to change? If no, then please explain your reasoning.
18. Would you recommend us to a friend, family member or acquaintance?
19. Is there anything you would like to add or feel like we have left out?