



# Exit interview

We're saddened to hear you're moving on and wish you all the very best in your future. We ask all employees to take part in an exit interview for us to learn how we can improve going forward and retain top talent, like yourself.

The aim of these questions & the exit interview discussion is to gain valuable feedback on all areas of your time of employment. We will cover several questions around the Company, your role and experiences with the Company and welcome any comments you would like to share.

Please advise if you do not wish your comments to be made available to your manager or Department manager. We would only share the information with them if they asked but will withhold it entirely if you would rather it remained confidential.

**Date:**

**Name of employee:**

**Job title:**

**Department:**

**Reporting manager:**

**Length of service:**



## Joining the organisation

<p>What attracted you to the company and role when you started? (interesting position, career progression, remuneration, location)</p>	
<p>What did you think about the way we recruited you?</p>	
<p>How did the reality alter from your expectations when you first joined us?</p>	
<p>How could we have improved your own recruitment?</p>	
<p>How could your induction training have been improved?</p>	
<p>Would you recommend us to friends as an employer?</p>	





## How would you describe your working relationships with:

Colleagues?	
Reporting manager?	
Department manager?	
Tell me about a time/ highlight of your time with them?	

## Your time at the organisation

Tell me about your role and how it's evolved? What skills are absolutely essential to it?	
Could you comment on your workload? Did you have a positive work/life balance?	
What did you like best about working with us?	



What did you like least about working here? Are there any ways we could improve? If so, how?

How would you comment on the work environment and culture?

Do you have any suggestions on how we could make it even better?

How satisfied were you with the remuneration and career progression of your role?

Did you feel valued and recognised in your role?

## Leaving the organisation



How long have you been considering leaving the company?



<p>What could have been done early on to prevent the situation developing/ provide a basis for you to stay with us?</p>	
<p>What can we do to enable you to pass on as much of your knowledge and experience as possible to your replacement/ successor prior to your departure?</p>	
<p>What has been good/ enjoyable/satisfying for you in your time with us?</p>	
<p>What has been frustrating/difficult/ upsetting to you in your time with us?</p>	
<p>Would you work with us again?</p>	
<p>Are you happy for me to share this interview with your direct manager and department manager?</p>	



<p>If leaving for another role, what was the attraction to that position?</p>	
<p>Have you successfully done a handover with someone/ or have you planned a handover?</p>	
<p>What were your motivations for leaving the company? (career change, health issues, remuneration, working relationships?)</p>	
<p>Are there any other comments you would like to make?</p>	

**Completed by:**

**Title:**

**Employee signature:**

**Date:**

The Company works within the General Data Protection Regulation which applies from 25th May 2018 and supersedes the Data Protection Act 1998. This exit interview will be retained by the Company for a reasonable period after your last day with us. If you have any queries, please contact your last manager.

***Disclaimer: This template has been provided for informational purposes only.***