

Exit interview

Exit interviews can give you great insights into your business and help with employee engagement and satisfaction. It's a chance to hear a less filtered employee perspective than existing employees who may be more restrained in expressing their full opinions. Try not to take their leaving and reasons personally, rather see it as an opportunity to learn going forward.

Details	
Name of Employee Leaving	
Position	
Interviewer	
Date	

If you are taking up other employment, what will be your new role? What was it that attracted you to that role?

What did you enjoy most about your job here and why? What did you least enjoy about working here?

Did your employment with us turn out as expected? What was unexpected?

What changes would you suggest for improving the working environment?

What is/are your reason/reasons for leaving?

Would you recommend working here? Please explain why

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