**Exit Interview Template**

**Employee name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Information**

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| 1. **Reason for leaving**   Select one or more | | |
| ☐ Higher pay  ☐ Better benefits  ☐ Better career opportunity  ☐ Improved work-life balance | ☐ Career change  ☐ Closer to home  ☐ Conflict with other employees  ☐ Conflict with manager/s | ☐ Family and/or personal reasons  ☐ Company instability  ☐ Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Information regarding the job**   Please rank the accordingly | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** |
| Job was challenging |  |  |  |  |
| Workload was manageable |  |  |  |  |
| Your colleagues listened and appreciated your suggestions |  |  |  |  |
| Workload was manageable |  |  |  |  |
| Your skills were effectively used |  |  |  |  |
| You had access to adequate training and development programs |  |  |  |  |
| What do you think can be improved about the job? | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Remuneration & Benefits** | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** |
| The salary was adequate in relation to responsibilities |  |  |  |  |
| Wages were paid on time |  |  |  |  |
| Other benefits were good |  |  |  |  |
| Work-life balance was promoted and practiced |  |  |  |  |
| What improvements, other benefits could the company offer? | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Organization** | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** |
| When you started, did the onboarding support was satisfactory? |  |  |  |  |
| Was a good and positive environment to work in |  |  |  |  |
| Had adequate equipment to do the work |  |  |  |  |
| Got on well with other staff within the company |  |  |  |  |
| There were sufficient staff to cover the work |  |  |  |  |
| The company was efficient in its dealings |  |  |  |  |
| Internal communication worked well |  |  |  |  |
| There was no bullying or harassment |  |  |  |  |
| What do you think can be improved about the Team and Organization? | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Manager** | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** |
| Had sufficient knowledge of the job |  |  |  |  |
| Is experienced in supervision |  |  |  |  |
| Was open to suggestions |  |  |  |  |
| Recognized and acknowledged achievements |  |  |  |  |
| Acknowledged employees’ contributions |  |  |  |  |
| Offered and promoted ways to develop |  |  |  |  |
| Provided constructive feedback |  |  |  |  |
| Clearly communicated management decisions and how they would affect your work |  |  |  |  |
| Maintained a professional relationship with you |  |  |  |  |
| What are your suggestions or improvements to your manager? | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Management** | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** |
| Gave fair and equal treatment |  |  |  |  |
| Was available to discuss job related issues |  |  |  |  |
| Encouraged feedback and suggestions |  |  |  |  |
| Maintained consistent policies and practices |  |  |  |  |
| Provided recognition for achievements |  |  |  |  |
| Gave opportunities to develop |  |  |  |  |
| Provided constructive feedback |  |  |  |  |
| What are your suggestions or improvements to Management? | | | | |

Thank you for completing this information. Your responses will be treated with total confidence.