

## EXIT INTERVIEW

Employee Name \_\_\_\_\_ Reason For Termination \_\_\_\_\_

Employee Identification \_\_\_\_\_

Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Termination Date \_\_\_\_\_ Eligible for Rehire Y \_\_\_ N \_\_\_

### JOB ASSESSMENT

What is the primary reason you no longer desire to work for this company? \_\_\_\_\_

Was there a specific event that proceeded or triggered your decision to leave? \_\_\_\_\_

What about your job did you find most satisfying? \_\_\_\_\_

What about your job did you find least satisfying? \_\_\_\_\_

Are there any changes that you would make to your job? \_\_\_\_\_

Did your job duties meet your expectations? \_\_\_\_\_

Did you receive sufficient training and support to do your job? \_\_\_\_\_

Based on your experience with us, what skills do you feel are necessary to be successful in your position? \_\_\_\_\_

### WORKPLACE ASSESSMENT

How do you feel we could improve our workplace environment? \_\_\_\_\_

Did you feel that you received fair pay, benefits and other incentives? \_\_\_\_\_

What was the quality of the supervision you received and do you have any suggestions for improvement? \_\_\_\_\_

Do you think your immediate supervisor's management style was effective? \_\_\_\_\_

Do you feel that any changes should be made to the company's merit review process? \_\_\_\_\_

Between merit reviews, do you feel that you received adequate feedback about your performance? \_\_\_\_\_

Did any company policies or procedures provide obstacles that prevented you from effectively doing your job? \_\_\_\_\_

Did you experience any discrimination, harassment, or hostility from other employees while working for this company? \_\_\_\_\_

## COMPANY ASSESSMENT

How do you feel about this company in general? \_\_\_\_\_

What were your favorite aspects of this company? \_\_\_\_\_

What would you change about this company? \_\_\_\_\_

Do you feel this company helped you to fulfill your career goals? \_\_\_\_\_

Would you recommend employment at this company? \_\_\_\_\_

Does your new company offer anything that this company lacks? \_\_\_\_\_

Are there any changes we could implement that would encourage you to stay? \_\_\_\_\_

Did you inquire about a transfer within the company before you decided to leave? \_\_\_\_\_

Do you have any interest in returning to this company in the future? \_\_\_\_\_

Do you have any suggestions or recommendations to help us fill your position? \_\_\_\_\_

### Additional Comments

Employee Signature \_\_\_\_\_ Interviewer's Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Often employees choose to leave a company at will, sometimes without warning. Losing an employee is a sign that something went wrong. Hiring employees comes at a cost, but losing good employees and the investment you put into them is even more expensive. Terminating a poorly performing employee is often a good business decision, but hiring excellent co-workers that stay and grow with the company for the duration of their careers is ideal. To achieve this, you need a work environment so attractive that you are able to retain the best co-workers.

Next time an employee resigns, arrange an exit interview with them. Doing so will provide you with valuable information about how you can address specific issues prompting this employee's exit. Perhaps you hired the wrong person, perhaps the co-worker found a better career with another company. You may also become aware of problems within your company that need to be resolved.

The interviewer should be carefully considered. The best person to conduct the exit interview should not be the immediate supervisor, as some of the questions pertain to the employee's assessment of the supervision they received. The interviewer should take this opportunity to mend bridges, if possible, and maintain a positive professional relationship with the exiting employee. The departing employee may be a source of leads, customers, and, depending on your rehiring policy, a candidate for rehire in the future.

The interview location should be a private area with no distractions. Treat the interview with great importance and show the exiting co-worker that you value having a professional relationship with them. Often, you cannot prevent a good employee from leaving, but you can use the event as an opportunity to make improvements to retain future employees.