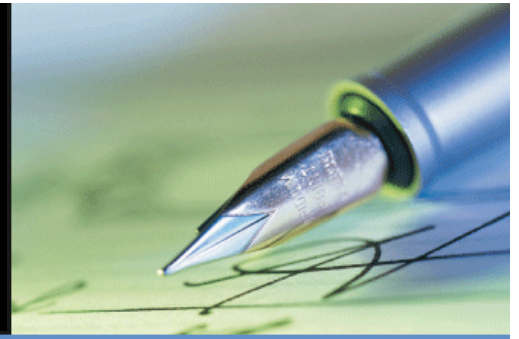


## Exit Interview Questions



Exclusively for Subscription Clients

Exit interviews provide critical information for every organization. These interviews are a chance to confirm what's good about your organization and to discover what does not work as well as it might. A standard exit interview format is important so that you can compare the various pieces of data that you will generate. Putting this interview into an electronic format is an easy way to send out the exit interview form to remote locations or to those individuals that you cannot talk to directly. The best way to handle an exit interview is face-to-face so that you can gauge both the words and the body language and have a chance to ask follow-up questions.

Please note that this information was correct as of the date it was placed on Sikich LLP's website. While we will make a good faith effort to keep the information current, it is the responsibility of users of this section to ensure that they are viewing the most updated information. There is no guarantee of applicability in your state and local and state guidelines/laws should be considered. We cannot be responsible for actions based on outdated information. Remember that you can always call to verify current information.

## Sample Exit Interview Questions

Exit interviews provide critical information for every organization. These interviews are a chance to confirm what's good about your organization and to discover what does not work as well as it might. A standard exit interview format is important so that you can compare the various pieces of data that you will generate. Putting this interview into an electronic format is an easy way to send out the exit interview form to remote locations or to those individuals that you cannot talk to directly. The best way to handle an exit interview is face-to-face so that you can gauge both the words and the body language and have a chance to ask follow-up questions.

Be consistent and make certain that you are talking with everyone who is leaving your organization voluntarily. Following are some sample questions that you may wish to add to a standard exit interview format:

Did anything trigger your decision to leave?

What would you change about your job?

Did your job duties turn out to be as you expected?

Did you receive enough training to do your job effectively?

Did you receive sufficient feedback about your performance?

Did your supervisor help you reach your career goals?

What things would you suggest we look for in your replacement?

What would you suggest that would have improved your work situation?

What could your immediate supervisor do to improve his/her management style?

What do you think it takes to succeed in our organization?

Would you recommend our organization to your family and friends as a place to work?

Other comments?