

# Exit interview questions

1. Employee name \_\_\_\_\_

2. Job title \_\_\_\_\_

3. Starting date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

4. Manager name \_\_\_\_\_

5. What was your job, and what were your responsibilities?

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6. How was your onboarding process?

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7. Please rate your job satisfaction

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
My work responsibilities matched the job description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I had enough skills and knowledge to perform in my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I received sufficient support and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I had all the necessary equipment and resources to do my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My workload was doable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My work was valued and recognised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My work was fairly compensated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Were there other things you needed to help in your role?

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9. What was the best part of your job?

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10. What was the most difficult part of your job?

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11. What is the main reason or reasons for leaving the company?

- Higher salary
- Better benefits
- Better work-life balance
- Career development
- Relocation
- Conflict with manager/colleagues
- Personal or family matters
- Other: \_\_\_\_\_

12. Is there anything the company could have done to prevent you from leaving?

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13. Do you feel you received fair payment and benefits?

- Yes
- No

14. How was the working environment during your time here?

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15. Please rate leadership communication

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Treats employees fairly and with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates clearly about company's vision, values, and goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates clearly about changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports diversity and inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotes and supports work-life balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. How do you feel about leadership in general?

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17. How do you feel about your managers?

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18. Please rate your manager communication

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Treats employees fairly and with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates clearly about goals and expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open for feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides regular sufficient feedback about performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes employees' contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports employees' learning and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. Is there sufficient communication within the company? Your department?

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20. Could you write down employees who you think are the best/who you would admire?

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21. Would you consider to work for us in the future?

- Yes
- No
- Maybe

22. Would you recommend us to a friend?

- Yes
- No
- Maybe

23. What would you change to make it a great place to work?

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