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?	
6. How was your onboarding process?	

7. Please rate your job satisfaction

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

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

9. What was the best part of your job?

	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?

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

Yes

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

15. Please rate leadership communication

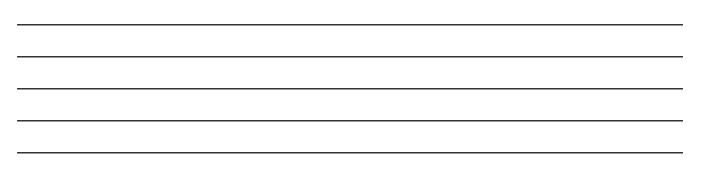
	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Treats employees fairly and with respect					
Communicates clearly about company's vision, values, and goals					
Communicates clearly about changes					
Supports diversity and inclusion					
Promotes and supports work-life balance					

16. How do you feel about leadership in general?

18. Please rate your manager communication

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Treats employees fairly and with respect					
Communicates clearly about goals and expectations					
Open for feedback					
Provides regular sufficient feedback about performance					
Recognizes employees' contribution					
Supports employees' learning and development					

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



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