

## Exit Interview - Template

Employee Name:	
Position:	
Hire Date:	
Last Day Worked:	
Interview Date:	
Interviewer Name:	
Reason for Leaving:	
<b>Suggested Introduction:</b> <i>Thank you for agreeing to meet with me for an employee exit interview. The purpose of this interview is for us to gather feedback regarding your employment experience with our company, so that we can identify what we are doing well and need to keep doing as well as any areas that we may need to address.</i> <i>We appreciate any information that you are willing to share as we strive to continually improve and provide a great experience for all of our employees.</i>	
Interview Questions	
1. What did you <b>enjoy most</b> about working at [COMPANY NAME]?	
2. What did you <b>enjoy most</b> about your job?	
3. What did you <b>enjoy least</b> about working at [COMPANY NAME]?	
4. What did you <b>enjoy least</b> about your job?	

5. If you could change one thing about working here to make it better, what would that be and why?	
6. If you could change one thing about the job to make it better, what would that be and why?	
<b>Please answer the following questions using a 1-5 rating scale (1 = Strongly Disagree, 5 = Strongly Agree)</b>	
I received fair pay for the work performed	1 2 3 4 5
The company benefits met my needs (e.g. extended health)	1 2 3 4 5
The new employee orientation helped familiarize me with the company and job	1 2 3 4 5
I received training that helped me perform and meet job expectations	1 2 3 4 5
I felt comfortable speaking with my manager if I had questions or concerns	1 2 3 4 5
I had opportunities for advancement.	1 2 3 4 5
I would recommend this company to others who are seeking employment	1 2 3 4 5
Comments:	
7. Is there anything we could have done to encourage you to stay?	
8. Would you like to share any other comments or suggestions?	

