**EXIT INTERVIEW TEMPLATE**

**Where possible, we recommend using a 3rd-party unbiased interviewer, some employees may not be comfortable providing information internally.**

**Exit interviews are voluntary**, if a departing employee does not feel comfortable, there should be no repercussions should they refuse.

**Common reasons to conduct an employee exit interview are:**

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| --- | --- |
| * Find out why the employee is leaving
* Update the job title and position description
* Gain feedback on positives and potential improvements
 | * Give employees opportunity to express dissatisfaction
* Alert employers to illegal activity in the business
* Make improvements to existing policies and procedures
 |

**Instructions:**

|  |  |  |
| --- | --- | --- |
| * Add your Company Logo
 | * Choose questions relevant to your industry/business
 | * Delete the above text.
 |

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| --- |
| **EMPLOYEE INFORMATION** |
| **EMPLOYEE NAME** |  | **EMPLOYEE ID** |  |
| **DEPARTMENT** |  | **REPORTING TO** |  |
| **INTERVIEW DATE** |  | **LENGTH OF SERVICE** |  |
|  |
| **Why did you choose to leave this role?** |
| * Higher compensation
* Better role and responsibilities
* Career growth
* Better work environment
* Training and development opportunities
 | * Return to study
* Travel opportunities
* Relocating interstate/ overseas
* Others, please specify
* Prefer to not disclose
 |
| **What do you consider to be some of the highlights or positive experiences of your time with our company?** |
|  |
| **Were you provided the necessary training and development opportunities to succeed in your role? What could be improved upon?** |
|  |
| **Were you provided the required tools and resources for your day-to-day tasks? What could be improved upon?** |
|  |
| **Do you feel that your job title or job description changed during your employment? If so, in what way did it changed?** |
|  |
| **Is there anything you would change about this job?** |
|  |
| **Did you feel that your role aligned to our company goals and values?** |
|  |
| **How would you describe our work environment and team culture?** |
|  |
| **Would you recommend your friends to join our company?** |
|  |
| **Were there any company policies or procedures that you disagreed with, or felt could be improved? If so, how?** |
|  |
| **Do you have any concerns of illegal or unethical activity in this company?** |
|  |
| **What do you believe our company could improve upon?** |
|  |
| **Is there anything else you would like to add?** |
|  |
| **NOTES / ACTION ITEMS** |
|  |
| **PLEASE SIGN BELOW TO ACKNOWLEDGE THAT THIS IS AN ACCURATE ACCOUNT OF OUR INTERVIEW** |
| **EMPLOYEE SIGNATURE** |  |
| **REVIEWER NAME** |  |
| **REVIEWER SIGNATURE** |  |