**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:**

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| * 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?** | | | | | | |
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| **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?** | | | | | | |
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| **Did you feel that your role aligned to our company goals and values?** | | | | | | |
|  | | | | | | |
| **How would you describe our work environment and team culture?** | | | | | | |
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| **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?** | | | | | | |
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| **Is there anything else you would like to add?** | | | | | | |
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| **NOTES / ACTION ITEMS** | | | | | |
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| **PLEASE SIGN BELOW TO ACKNOWLEDGE THAT THIS IS AN ACCURATE ACCOUNT OF OUR INTERVIEW** | | | | | |
| **EMPLOYEE SIGNATURE** | |  | | | |
| **REVIEWER NAME** | |  | | | |
| **REVIEWER SIGNATURE** | |  | | | |