**Template: Exit Interview**

This is a sample checklist and should be amended to suit your company’s requirements.

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| **Employee’s Name:**  |
| **Job Title:** |
| **Start Date:** |
| **Leaving Date:** |
| **Managers Name:** |

What are the reasons for leaving? Select one or more:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Better pay |  | Better benefits |  | Type of employment contract |
|  | Better work life balance |  | Career change |  | Family / personal |
|  | Conflict with management |  | Conflict with others |  | Opportunity closer to home |
|  | Company instability |  | Seasonality of business |  | Other |

* Comments

Rank the following

|  |
| --- |
| **Your Job** |
|  | Strongly Agree | Disagree | Agree | Strongly Agree |
| The current job description accurately describes the job |  |  |  |  |
| There were opportunities for career development |  |  |  |  |
| Workload was manageable |  |  |  |  |
| Sufficient equipment was available to allow you to do your job |  |  |  |  |
| Sufficient resources and staff were available |  |  |  |  |
| Your skills were effectively used |   |  |  |  |
| You had access to adequate training  |  |  |  |  |

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| --- |
| **Pay and Benefits** |
|   | Strongly Agree | Disagree | Agree | Strongly Agree |
| The pay was adequate in relation to responsibilities |  |  |  |  |
| Wages were paid on time |  |  |  |  |
| Other benefits were good |  |  |  |  |
| Work-life balance was promoted and practiced |  |  |  |  |
| Staff areas (car parking, rest area, toilets) were adequate |  |  |  |  |

* What improvements, other benefits could the company offer?

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| **The Company** |
|   | Strongly Agree | Disagree | Agree | Strongly Agree |
| When you started, the induction helped and was accurate |  |  |  |  |
| It was a good environment to work in |  |  |  |  |
| Internal communication worked well |  |  |  |  |
| There was no bullying or harassment |  |  |  |  |
| The company did not discriminate against any employee |  |  |  |  |
| The company demonstrated its company values |  |  |  |  |

* What do you think can be improved about the Company?

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| **Your Line Manager** |
|   | Strongly Agree | Disagree | Agree | Strongly Agree |
| Listened to your ideas |  |  |  |  |
| Was open to suggestions |  |  |  |  |
| Provided coaching, training and development  |  |  |  |  |
| Undertook a performance appraisal |  |  |  |  |
| Recognised and acknowledged achievements |  |  |  |  |
| Thanked employees for their contributions |  |  |  |  |
| Provided constructive feedback |  |  |  |  |
| Maintained a professional relationship with you |  |  |  |  |
| Treated all staff fairly and consistently |  |  |  |  |

* What are your suggestions or improvements to your line manager?

|  |  |  |
| --- | --- | --- |
| Would you recommend the company as a good employer? | Yes | No |

**Date Interview Completed:**

|  |  |
| --- | --- |
| **Employee Signature:** |  |
|  |

|  |  |
| --- | --- |
| **Manager Name Signature:**  |  |
|  |