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# Exit Interview

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is your primary reason for leaving?
2. Did anything trigger your decision to leave?
3. What was most satisfying about your job?
4. What was least satisfying about your job?
5. What would you change about your job?
6. Did your job duties turn out to be as you expected?
7. Did you receive enough training to do your job effectively?
8. Did you receive adequate support to do your job?
9. Did you receive sufficient feedback about your performance?
10. Were you satisfied with this company's review process? (Ask if applicable)
11. Did this company help you to fulfill your career goals?
12. Do you have any tips to help us find your replacement?
13. What can we improve to make our workplace better?
14. Were you happy with your pay, benefits and other incentives?
15. What was the quality of the supervision you received?
16. What could your immediate supervisor do to improve their management style?
17. Based on your experience with us, what do you think it takes to succeed at this company?
18. Did any company policies or procedures (or any other obstacles) make your job more difficult?
19. Would you consider working again for this company in the future? (Ask if applicable)
20. Would you recommend working for this company to your family and friends?
21. What is the name of your new company? (do not press for answer)
22. What line of business are they in?
23. What is your new position?
24. What does your new company offer that this company doesn't?
25. Can this company do anything to encourage you to stay? (Ask if applicable)
26. Before deciding to leave, did you investigate a transfer within the company?
27. Did anyone in this company discriminate against you, harass you or cause hostile working conditions?
28. Any other comments?