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| **INSERT YOUR LOGO HERE** |

**EXIT INTERVIEW QUESTIONNAIRE**

Photocopy this document when required

The following exit interview presents an example of the type of questions which could be valuable in the context of our own business and the questionnaire could be utilised as is, or as amended - depending on the seniority of the person departing. In all instances, the questions are "discussion starters" and should prompt follow-up questioning.

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| Name: |  |
| Title: |  |
| Department: |  |
| Superior’s name: |  |
|  |  |
| Date engaged: |  |
| Date leaving: |  |

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| 1. Indicate if resignation or dismissal |  |
| Reason for leaving |  |
| If offered a better position, in what   ways is it better? |  |

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| 2. Was your job as initially explained to you? |
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| 3. What were some of the things you liked and disliked about your position? |
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| 4. How adequate was the training and development you received? |
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| 5. How did you feel about your promotional prospects? |
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| 6. How did you get along with your superior? (access, treatment, support, openness, acknowledgement) |
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| 7. How did you get along with your colleagues? |
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| 8. How adequate were your salary, benefits, and general working conditions? |
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| 9. How did you find company communication? |
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| 10. Were you happy with the freedom you had to make your own decision? |
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| 11. To what extent did you find pressure, workload, or hours excessive in your job? |
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| 12. Were you able to make use of all your skills, abilities? |
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| 13. Were you satisfied that you would get ahead if you performed well? |
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| 14. Did you find the company’s promotional policy a fair one? |
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| 15. How was your dismissal/resignation handled? |
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| 16. Would you recommend the company as a good organization to work for? Why? |
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| 17. Have you any additional comments for us? |
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| Interviewer’s impressions, comments and recommendations.  (Did the employee have a genuine grievance, was he sincere and objective, what could be done to prevent the situation from recurring?) |
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Signature                                                          Date