**Exit Interview**

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| --- | --- |
| **Staff member leaving:** **Date leaving:** **Date of Interview:**  | **Position:** **Department:** **Manager:**  |
| **Reason for leaving** |
| Select one or more:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Career opportunity  |  | Better benefits |  | Better work/life balance |
|  |  |  |  |  |  |
|  | Higher Salary |  | Career change |  | Closer to home |
|  |  |  |  |  |  |
|  | Personal reasons |  | Workplace culture |  | Difficult relationships |
|  |  |  |  |  |  |
|  | Job security |  | Other  |  |  |

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| **The Job** |
| What did you most like about your job? What did you most dislike about your job? What would you change about the role? Do you feel that you had the necessary resources and support to enable you to do your job? If not, what was missing? Did you have clear goals and know what was expected of you in your role? Were your skills used effectively in your role? Were the job responsibilities and expectations conveyed accurately during the interview process?  |
| **The Manager** |
| How would you describe your relationship with your manager? What could your manager do to improve his/her management style and skills? Did your manager have sufficient knowledge of your role? Do you feel your manager recognised and acknowledged your strengths and achievements? Did your manager provide constructive feedback?  |
| **The Organisation** |
| Was the induction process positive and helpful? What did you enjoy about working at Company Name?What did you dislike about working at Company Name? Do you believe that Company Name was a positive and supportive environment to work in?  Did you clearly understand and feel a part of the accomplishment of Company Name vision and values? Do you believe that Company Name has the appropriate facilities and resources available to enable staff to fulfil their roles effectively? Do you have any suggestions as to how Company Name can improve?  |
| **Remuneration and benefits** |
| Was the salary adequate in relation to responsibilities? Do you believe that work-life balance was promoted and practiced? Were the organisational benefits and other reward and recognition efforts adequate?  |
| **Other** |
| Would you consider working for Company Name in the future? Would you recommend Company Name as a good place to work?  |