

EXIT INTERVIEW TEMPLATE

Name of Employee: _____ Position: _____

Department: _____ Reports to: _____

Commencement date: _____ Termination date: _____

Date of interview: _____

Feedback provided to manager:

Date: _____ Signed: _____

QUESTIONS

1. What things make this a good place to work? _____

2. What things would you change to make this a better place to work? _____

Reasons for leaving

3. Please indicate your reasons for leaving:

- Further study
- Family commitments
- Planning to travel
- Flexibility/wanting to work freelance
- Wanting a change
- New career opportunity
- Dissatisfied/disillusioned with current role
- Other _____

Comments: _____

4. If you have accepted a new position – describe the areas that make the new job more attractive.

Culture/environment

5. How would you describe the culture here?

- Supportive
- Professional
- Relaxed/informal
- Friendly/welcoming
- Bureaucratic
- Competitive
- Hardworking
- Team-based
- Conservative
- Other _____

Comments: _____

Job satisfaction

6. On a scale of 1-5, how would you rate your overall job satisfaction?

	1	2	3	4	5
Low level satisfaction					High level satisfaction
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. How did the following issues impact on your job satisfaction?

	Negative impact			Positive impact	
	1	2	3	4	5
Remuneration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changing nature of the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support from manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support from peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication - quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication - quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Involvement in decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managers enthusiasm/involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

8. What changes could have been made to improve your job satisfaction? _____

Management

9. How would you describe the management style within your department:

- Consultative
- Directive
- Bureaucratic
- Progressive/innovative
- Inspirational/motivating
- Approachable/supportive
- Uninterested
- Flexible
- Inflexible
- Technically competent
- Other _____

Comments: _____

10. If changes could be made to build on your manager's effectiveness, what recommendations would you make? _____

Recognition/feedback

11. How often did you receive feedback from your manager?

- Regular formal feedback
- Regular informal feedback
- Occasionally/adhoc feedback
- Never received feedback

12. What type of feedback was provided to you during your employment here?

- Performance appraisals
- Informal feedback
- Verbal recognition and praise for your effort
- Constructive criticism
- Unfair/unreasonable criticism
- None

13. How would you describe the quality of the feedback you received? _____

Training & Development

14. How adequate was the training that was provided to you during your employment?

- Sufficient job related training
- Training offered – but not specific to needs
- Insufficient job related training

Comments: _____

15. Were there areas where you believe training needs in your job were not met? _____

Career opportunities

16. In your view, have there been adequate career opportunities available in the company?

- Yes
- No
- Other _____

17. What type of career opportunities were important to you?

- Promotional opportunities
- Special project opportunities
- Increased responsibility through additional tasks
- Overseas opportunities
- Position rotations/secondments
- Not looking for any progression
- Other _____

Comments: _____

Communication

18. How would you rate the effectiveness of company communication?

- Effective
- Average
- Poor/ineffective

Comments: _____

19. Within your department, how well informed are you in the following areas?

	Uninformed				Informed
	1	2	3	4	5
Organisation objectives, direction or strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purpose of the department or team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Own individual priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-line/electronic developments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New product developments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changes to internal systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer requirements/needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

20. What recommendations would you make to improve overall communication? _____

Remuneration

21. How satisfied were you with the remuneration offered?

- Satisfied - commensurate to the responsibility of the job
- Reasonably satisfied – other things compensated
- Dissatisfied – felt under valued

22. Were there any other benefits you feel should have been considered? _____

Perception of the company

23. How do you believe this company is perceived as a business? Please comment on the following statements:

a) Our customers view our products and services as being high quality

- Agree
- Undecided
- Disagree

b) The quality of our work is viewed by our customers as exceeding that of our competitors

- Agree
- Undecided
- Disagree

c) We are perceived by the market as an innovative and progressive business

- Agree
- Undecided
- Disagree

d) Our customers believe that we understand and respond to their needs

- Agree
- Undecided
- Disagree

e) Employees are motivated and interested in providing excellent customer service

- Agree
- Undecided
- Disagree

f) We are an employer that provides skill development, challenges and opportunities

- Agree
- Undecided
- Disagree

24. Would you recommend us as an employer?

- Yes
- No
- Maybe

Comments: _____

Other

25. Are there any other comments you would like to make (suggestions, concerns, opportunities etc)?
