

EXIT INTERVIEW FORM



Name of Person Completing the Interview: _____

Job Title: _____

Date of Meeting: _____

Employee Details

Employee Surname: _____ Mr / Mrs / Miss / Miss / Other _____

Employee Forename(s): _____

Job Title: _____

Start Date: _____ Leavers Date: _____

REASONS FOR LEAVING	
1. <input type="checkbox"/> Insufficient pay 2. <input type="checkbox"/> Poor working conditions 3. <input type="checkbox"/> No job satisfaction 4. <input type="checkbox"/> Lack of promotion 5. <input type="checkbox"/> Lack of training	6. <input type="checkbox"/> Domestic problems 7. <input type="checkbox"/> Poor health 8. <input type="checkbox"/> Transport problems 9. <input type="checkbox"/> Personal conflicts 10. <input type="checkbox"/> Other reasons _____
What were your expectations on joining, and how well have they been met?	
How did you feel about your induction to the organisation? Do you have any suggestions for improvements?	
How do you feel about the training, development and progression opportunities you have been given?	
What are the highlights of your time with us?	
Was there a specific incident or problem that prompted you to start looking externally for a new role? If Yes, how could the incident have been dealt with to prevent you considering looking externally for a new role?	
Were there any ongoing issues that contributed to your decision to resign?	
How would you describe the organisation's culture and values?	
What attracted you to your new employer?	

What are the advantages of your new position relative to your role here?	
What changes would have kept you from considering leaving? What could have been done to encourage you to stay?	

How satisfied were you with each of the following?

- 1 = dissatisfied
- 2 = quite dissatisfied
- 3 = neither satisfied nor dissatisfied
- 4 = moderately satisfied
- 5 = very satisfied

Retention factor	Attributes	Score	Comments
Reward <i>[Note: questions should be tailored to the individual organisation]</i> How satisfied are you with:	Your base salary		
	Your bonus		
	Participation in share schemes		
	Pension scheme benefits		
	Other benefits, eg healthcare, company car, etc		
	Performance-based reward		
Average score			
Work-life balance			
How satisfied are you with:	Your normal working hours		
	Your ability to use all your holiday entitlement		
	Your work environment, eg is it stimulating, located conveniently, does it have great facilities, etc?		
	The flexible work policy/arrangements we offer		
	The opportunity to work remotely		
	Childcare/maternity or paternity benefits		
Average score			
Reputation			
How satisfied are you with:	The organisation's external reputation		
	Our brand		
	Your manager's reputation		
	The reputation of your team		
	The reputation of the senior leadership (chairman/CEO/group executive) internally and externally		
	Our reputation for developing talent		
	Our reputation for meeting the needs of customers		
	Our reputation for delivering service with leading-edge technology		
	Our financial performance		

	over the last 12 months		
Average score (to be completed by HR)			
Work environment			
How satisfied are you that:	You had clarity about the nature of your own role and the roles of team members		
	Your job was structured to provide broad responsibilities and focus		
	You were given accountability/control over work decisions		
	There was a good personal 'fit' between you and this industry		
	There was good communication and access to information		
	A clear and consistent organisation vision was communicated		
	We provided a supportive, fun atmosphere which enabled you to do your role		
	We recognise employees and are responsive to their needs		
	Employee suggestions were considered		
	You were personally recognised for your contribution to team/organisation success		
Average score			
Personal development			
Do you feel that:	You have been able to participate in diverse projects/activities and share in their successes		
	You were given the opportunity to innovate and take risks		
	You have experienced personal career growth (eg stretching objectives, secondments, lateral moves, promotional opportunities)		
	You had access to challenging work assignments and learning opportunities		
	We provided financial support, facilities and other resources to assist your personal development		
Average score			
References			
	Data controller: _____ (insert name)		

	<p>In order to comply with data protection laws, we need your consent to provide employment references about you.</p> <p>Please signify here whether or not you consent to the Company issuing employment references to prospective employers upon request.</p> <p>YES / NO</p> <p>Where consent is given, you have the right to withdraw that consent at any time by contacting <i>[insert details and contact details]</i></p>
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Note
Exit interviews are normally held face to face in a private location away from the employee's usual workplace. They can be conducted by telephone or video conference so long as the employee agrees to this. In these circumstances, before carrying out the exit interview, ensure the employee is happy and has no concerns regarding interruptions, being overheard etc.

At the start of the interview, the interviewer should inform the employee of the reasons why the exit interview is being held and reiterate that any information is confidential and will only be used internally to review and improve working practices.

If the exit interview leads to the employee making a complaint or raising a grievance, this should be dealt with under the Company's normal procedures.

Signed (Employee): _____

Date: _____

Signed (Manager): _____

Date: _____