

Below are potential questions to be asked when conducting an exit interview. The key to good exit interviews is to do something with the feedback received. If you have no intentions of doing anything with the responses from the outgoing employee, don't waste your time completing the interview.

GENERAL QUESTIONS:

- Why are you leaving your current position?
- What skills and qualifications do you think we need to look for in your replacement?
- Do you think you were adequately equipped to do your job well?
- Were you comfortable talking to your manager about work problems?
- What feedback do you have for your supervisor?

COMPANY CULTURE:

- What could we have done better/differently?
- Would you recommend this as a great place for a friend to work?
- How would you describe the culture of our company?
- If you could change anything about your job or the company, what would you change?
- Do you have recommendations regarding our compensation, benefits and other reward and recognition efforts?
- What would make you consider working for this company again in the future?

JOB DUTIES:

- What did you like most about your job?
- What did you dislike most about your job?
- Did this job match your expectations?
- Did the work you were doing here align with your personal goals and interests?
- What was your best and/or worst day on the job?

BETTER OPPORTUNITY: (if leaving the company for a different job)

- What was the biggest factor that led you to accept the new position?
- What does your new company/position offer that made you decide to leave?
- Why did you begin looking for a new job?

ADDITIONAL COMMENTS:

- Can you offer any other comments that will enable us to understand why you are leaving, how we can improve, and what we can do to become a better company?
- Are there any unresolved issues or concerns?

This SAMPLE form is meant as a starting point for documentation by Helpside's clients. As such, Helpside has not created it to apply to a client's particular circumstances. Thus, the content should not be regarded as legal advice and not be relied upon as such. In relation to any particular problem, clients are advised to seek specific advice. Finally, please note that relevant laws may change after publication of this form.

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