

Exit Interview Guide

Job Title: _____ Date: _____ Time: _____

Employee: _____ Phone Number: _____

Interviewer: _____

Opening the Interview:

- Introduce yourself and tell the employee that you are hoping to gain some knowledge about their experience while working here in hopes to improve the position for future employees.

1. How long have you worked in this position?

2. What would you say were your major job responsibility/duties in this role?

3. What did you like best about the position?:

4. What did you like least about the position?

3. What prompted you to leave this position?

4. Do you believe you were given the support you needed to succeed in this position?

5. Do you feel you were recognized/appreciated for your efforts while in this position? If so, what type of recognition was the most meaningful to you?

6. If you could change anything about the position, what would it be? -Or- Do you have any recommendations on how to improve this position?

7. Do you feel like you learned valuable skills through this position that you will be able to take with you to your next position?

8. Is there anything that would have changed your mind about leaving this position?

Closing the Interview:

Ask the employee if there is any other feedback they would like to provide.

Thank the employee for taking the time to speak with you and wish them luck on their next endeavor.