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?
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_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

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?
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_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

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.