



# Exit Interview

## Introduction

The purpose of this exit interview is to gather feedback that supports the company in its regular review and assessment of HR policies and procedures and helps us to identify things about the company that work and things that could be improved.

Your input is greatly appreciated. **The information received from this will be kept confidential by HR and provided back to management only in a summary form that will not identify individual leavers.**

<b>Name</b>		<b>Exit Date</b>	
<b>Position</b>		<b>Interviewed by</b>	
<b>Start date</b>		<b>Length of service</b>	

WORKING CONDITIONS	
<p><b>Work tasks/load/flow</b> How have you found what you have been asked to do within your role and the quantity of it?</p>	
<p><b>Supervision</b> Tell me about the supervision you and your work have received on a day to day basis?</p>	
<p><b>Development Reviews</b> Have you received any formal/informal performance reviews, feedback, support, guidance, development planning? Any feedback?</p>	
<p><b>Training</b> What training have you received, what is your feedback on it, what other training would you have valued and why?</p>	
<p><b>Physical work conditions</b> How have you found the physical work condition? Any comments/suggestions?</p>	
<p><b>Remuneration and Benefits</b> Were you adequately compensated [and within market rates] for your efforts? Any comments?</p>	

## OTHER FEEDBACK

What were the most rewarding aspects of working for the company?

Tell me about the things you did not like about the company?

If you could suggest one change that you believe would be useful for the company to make, what would it be?

Who have you particularly enjoyed working with and why?

There are usually several reasons why we change jobs. What are the key reasons for your decision to leave?

Is there any other feedback you would like to provide that has not been covered?

Where are you going and to what position (if you are happy to provide this information)?

## ACTIONS / RECOMMENDATIONS FOLLOWING EXIT INTERVIEW FEEDBACK