## [Insert Logo Here]

## Exit Interview (Template)

**Introduction**

* Give an overview of the sections that will be covering: the reason for leaving, feedback, organizational practices, job / role, management, closeout.
* Mention that the interviewer will be taking notes during the conversation, how and with whom the feedback from this exit interview will be shared and acted on.

**Reason for leaving**

1. What is your primary reason for leaving?
2. Did anything trigger your decision to leave?
3. Is there anything we could have done differently to have gotten you to stay?

**Organizational practices**

1. How would you describe [Organization]’s workplace culture? What would you improve to make our workplace better?
2. Are there any policies or procedures (or any other obstacles) that made your job more difficult?
3. What are your opinions on your pay, benefits and other incentives?

**Job/Role:**

1. What was most satisfying and least satisfying about your job?
2. Is there anything you would change about your role? If so, what?
3. Were you equipped to do your job well / set up for success?
4. Did you feel supported by [Organization] in working towards your career goals?
5. Did you receive sufficient feedback about your performance between reviews?

**Manager/Management:**

1. Management is often a key factor in an employee’s decision to leave. Were you satisfied with the way you were managed?
2. Did you feel supported by your manager to be successful in your job?
3. What did your manager do well? What could they improve on?
4. What does the leadership team do well?
5. What could the leadership team improve on?

**Closeout:**

1. Out of 10, how would you rate your experience working at [Organization]?
2. What would have brought it closer to a 10?
3. What did you like the most about [Organization]? And what did you like the least?
4. If given the opportunity, would you work for [Organization] again in the future?
5. Was it difficult for you to find a new opportunity?
6. Anything else you'd like to share about your experience at [Organization]?