

EXIT INTERVIEW TEMPLATE

The below template has been created with blue collar jobs in mind but can easily be adjusted for any industry or role.

Introduction:

Interviewer:	Employee name:
Date of termination:	Date of interview:
Length of service:	
What is your main reason for leaving?	
☐ Compensation ☐ Better role ☐ Conflict with colleague ☐ Travel requirements ☐ Distance travelled to work ☐ Lack of opportunity ☐ Lack of promotional opportunities	☐ Culture ☐ Lack of training ☐ To return to study ☐ Moving interstate/overseas ☐ Headhunted ☐ Other, please specify?

Questions About Leaving & the Company in General

Why did you start looking for a different role? What made you decide to leave?
How do you feel about the organisation in general?

What have you enjoyed most about your time at [company]?

What have you enjoyed least about your time with [company]?

Did the job live up to your expectations? If not, why?

Questions About Training & Development

Did the organisation give you the opportunity to make full use of your capabilities and potential? Is there any extra responsibility you wish you were given?

What did you think of the onboarding when you first joined? Do you feel you were provided with the appropriate training you needed?

Did you have adequate opportunities for training and development throughout your time at [company]? Is there any training you feel you needed but did not get? Would this have affected your role?

Did you receive frequent feedback from your managers about your performance? Is there anything you would change about this process?

Questions About Company Culture

How did you find the communication within your organisation? Is there anywhere they could improve?

How would you describe the culture of the organisation?

How could the company reduce stress levels among employees where stress is an issue?

What could the company do to retain its best people (and not lose any more like you)?

Were there any specific issues with the company culture or management that contributed to your decision to leave?

Questions about work conditions

What suggestion would you make to improve working conditions – hours, shifts, amenities etc.?

What would you say about the standard of the equipment and machinery you used? Were there any machines that needed upgrading and did these affect your proficiency?

Outro questions

Would you consider working for us again if the situation were right? Why / Why Not?

Are there any specific changes or improvements you would like to see in your company/team?

Is there anything else you would like to discuss as you depart the organisation that has not been addressed?