Exit Interview Questionnaire

Reasons for Leaving

☐ Why did you begin looking for another job?
☐ If you could change anything about the organization, what would you choose?
☐ Did you voice your concerns to anyone else at the company?

Employee Experience

☐ Did you think your work goals and responsibilities were clear?
☐ Did you feel you had all the resources you needed to do your best work here?
☐ What did you think of the way you were managed?
☐ Did you receive frequent, constructive feedback from your manager and peers?
☐ What benefits or programs did you feel were missing from the organization?
☐ How would you describe the culture of our company?
☐ What did you appreciate most about working here?
☐ Is there anything we could have done to make you want to stay?

Looking Ahead

☐ What are the biggest risks for our company that you see?
☐ What advice would you like to give to your team? To the executive team?
☐ What would make this a better place to work?
☐ Would you ever consider working here again? Would you recommend others apply for a position here?
Exit Interview Questionnaire

Name: ______________________
Department: ______________________
Position: ______________________
Interview Date: ______________________

Reasons for Leaving

Why did you begin looking for another job? ______________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

If you could change anything about the organization, what would you choose? ______________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Did you voice your concerns to anyone else at the company? ______________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Employee Experience

Did you think your work goals and responsibilities were clear? ______________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Did you feel you had all the resources you needed to do your best work here? ______________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What did you think of the way you were managed? ______________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Employee Experience, cont.

Did you receive frequent, constructive feedback from your manager and peers? 

What benefits or programs did you feel were missing from the organization? 

How would you describe the culture of our company? 

What did you appreciate most about working here? 

Is there anything we could have done to make you want to stay? 

Looking Ahead

What are the biggest risks for our company that you see? 

What advice would you like to give to your team? To the executive team? 

What would make this a better place to work? 

Would you ever consider working here again? Would you recommend others apply for a position here?