

EXIT INTERVIEW QUESTIONNAIRE

Employee Name : _____

Start Date : _____

Current position : _____

Date of Leaving : _____

Line Manager : _____

The Interview

1. What prompted you to begin searching for another opportunity?

2. What did you like best and least about your job?

3. Do you feel your manager gave you what you needed to succeed?

4. Do you think management adequately recognized your efforts?
If not, how do you think it can be improved?

5. Do you feel your job description changed since you were hired? If so, in what ways?

6. What suggestions do you have for the company? How could we improve?

7. Is there anything that would have changed your mind about leaving?

8. Do you have any suggestions for improving employee morale?

9. Did you feel you had the tools, resources and working conditions to be successful in your role?
If not, which areas can be improved and how?

10. Under what circumstances, if any, would you consider returning to the company?