

Exit Interview Form

We appreciate you taking a few minutes to answer the following questions. Please be as honest as possible. While we may share some of this information with management, individual responses will remain confidential to the Human Resources department.

Employee Name		Date of Exit Interview	
Job Title		Department	
First Date of Employment		Last Date of Employment	

Please rate your direct line manager on the following

	Excellent	Good	Fair	Poor
Clearly communicated expectations				
Held weekly or biweekly 1:1 meetings to discuss my projects and work				
Provided consistent and regular feedback about my work				
Provided leadership, guidance and motivation to the entire team				

For any items not marked "Excellent" please explain why:

Please rate the company's benefits, perks and workplace experience

	Excellent	Good	Fair	Poor
Healthcare, dental & vision insurance				
Life Insurance				
Flexibility & work-life balance				
Annual leave				
Workspace and equipment				
Company events & socials				

For any items not marked "Excellent" please explain why:

Please rate the company's recruitment and career development opportunities

	Excellent	Good	Fair	Poor
My job description provided an accurate representation of the duties my role entailed				
I feel I was well trained and set up for success				
I feel my compensation was fair for my role and responsibilities				
I was provided with opportunities for advancement throughout my employment				
My role and responsibilities changed and developed throughout my employment				
My role allowed me to apply my best skills and use my greatest strengths				

For any items not marked "Excellent" please explain why:

Please rate the company on the following

	Excellent	Good	Fair	Poor
Communication with employees regarding updates and change				
Communication with employees regarding internal job opportunities				
Communication of company mission, values and objectives				
Cross-departmental communications, collaboration and cooperation				
Communicating and upholding company culture				

For any items not marked "Excellent" please explain why:

Please rate the following statements as true or false

	True	False
I would consider returning to the organisation in the future		
I would feel comfortable referring someone else to work here		

Why are you choosing to leave the company ?

Is there anything we could have done that would have changed your decision to leave?

Other feedback (optional)
