

## Exit Interview

*To be conducted by HR or person that is not the employee's line manager*

Employee Name	
Department	
Role	
Start date	
Manager	
Date of Leaving	

1. What did you like most about your job and why?

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

3. What were the physical working conditions like in your department?

4. Do you have any suggestions for improvement?

Have you raised these in the past? What was the outcome?

6. Did you feel your health and safety at work was provided for?

7. How did you feel about your workload?

8. Was the job described to you fairly when you took it on?

9. Were your duties clearly defined?

11. How do you feel about the training you received?

12. What were the promotion/advancement prospects?

13. Do you have any suggestions for improving your current job?

14. Did your manager:

Always

Usually

Seldom

Never

a) Show fair treatment?

b) Give praise for work well done?

c) Deal promptly with complaints/problems?				
d) Give encouragement and help when needed?				
e) Explain the job properly?				
f) Inform you as to your progress?				
g) Know and follow procedures?				
h) Listen to suggestions/criticisms?				
Comments				
15. What were your working relationships like with your colleagues?				
16. What was morale like in your department?				
17. Did you feel discipline was fair in your department? If not, why not?				
18. How do you feel about the pay and benefits provided by the Organisation?	Very Good	Good	Fair	Poor
a) Pay for your job				
b) Holidays				
c) Sick pay				
d) Pension scheme				
e) Other				
Comments				

19. How do you feel about Organisation facilities/services?	Very Good	Good	Fair	Poor
a) Office accommodation and equipment				
a) Parking facilities				
b) Meal and refreshment facilities				
c) First aid				
d) Security				
e) Sports and social facilities				
f) Welfare services				
g) Other				
Comments				
20. Do you think the Organisation has a good reputation as an employer?				
21. Would you recommend the Organisation as an employer to others?				
22. Why did you decide to leave the Organisation?  Were there any other reasons/factors?				
24. If you are going to another job, who will you be working for?				

25. What kind of work will you be doing?

26. Why is the new job/Organisation better?

27. Any other comments?

Reason for leaving in opinion of interviewer

Comments and suggested future action

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**West Human Resources Consultancy Ltd**

01949 500949

[www.westhr.co.uk](http://www.westhr.co.uk)

[enquiries@westhr.co.uk](mailto:enquiries@westhr.co.uk)

