Exit Interview Form

Use as an interview guide (20 to 30 minutes, by phone, video or in person) or send as an exit survey. The interviewer should not be the employee's direct manager. Tell the employee how answers will be used and who will see them. Participation is voluntary.

EMPLOYEE DETAILS (COMPLETED BY HR)

Employee name (optional if survey is anonymous)

Job title

Department / team

Location / site

Manager

Hire date

Last day worked

Tenure band

☐ Under 90 days ☐ 3 to 12 months ☐ 1 to 2 years ☐ 2 to 5 years ☐ Over 5 years

Separation type

☐ Voluntary resignation ☐ Retirement ☐ End of contract ☐ Involuntary

Interview format

☐ In person ☐ Phone ☐ Video ☐ Online survey

Interviewer

Interview date

SECTION 1: REASON FOR LEAVING

1. What is the main reason you decided to leave?

☐ Pay ☐ Benefits ☐ Schedule or hours ☐ Commute or relocation ☐ Manager
☐ Workload or stress ☐ Lack of career growth ☐ Job not as described ☐ Training or support
☐ Team or culture ☐ Better offer elsewhere ☐ Return to school ☐ Family or personal reasons
☐ Health ☐ Retirement ☐ Other

2. Were there other reasons? (select all that apply, using the list above)

3. When did you first start thinking about leaving, and what happened around that time?

4. Did you raise any of these concerns with your manager or HR before deciding? What happened?

5. What could we have done that would have made you stay?

SECTION 2: RATINGS (1 = VERY DISSATISFIED, 5 = VERY SATISFIED)

6. Your base pay compared with the work you did

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

7. Benefits

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

8. Your schedule, shift and ability to get time off

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

9. Workload

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

10. Training you received to do the job well

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

11. Your direct manager's support and communication

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

12. Recognition for good work

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

13. Opportunities to learn and advance

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

14. Tools, equipment and systems

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

15. How well the job matched what you were told during hiring

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

SECTION 3: EXPERIENCE AND SUGGESTIONS

16. **What did you like most about working here?**

17. **What is one thing your manager could do differently to keep good people?**

18. **Did you experience or see any treatment you believe was unfair, unsafe, discriminatory or harassing? If yes, please describe or tell us who to contact you through.**

19. **If you have accepted another job, what does it offer that we did not? (optional)**

20. **Would you consider working here again in the future?**

☐ Yes ☐ Maybe ☐ No

21. **How likely are you to recommend this company as a place to work? (0 to 10)**

22. **Anything else you would like us to know?**

INTERVIEWER SUMMARY (INTERNAL)

Primary reason code

Regrettable loss?

☐ Yes ☐ No

Preventable?

☐ Yes ☐ Possibly ☐ No

Issues requiring follow-up (e.g. harassment or safety allegation referred to [HR Investigations Contact])

Follow-up referred to and date

Interviewer signature

Date

Date