**EXIT INTERVIEW FORM**

**Interviewee Details:**

Employee Name: Position:

Date: \_

**Employee Details (To be completed by Administration prior to interview):**

Employee Commencement Date:

Final Date of Employment:

Additional Comments:

**Employee’s Reason (s) for Resignation:**

* Other Employment ❑ Dissatisfaction with Remuneration
* Health Related ❑ General Dissatisfaction
* Family Reasons ❑ Relocation
* Personality Conflict ❑ Travelling Inconvenience
* Bored with type of Work ❑ Other

**Questions:**

1. **Why have you decided to leave our Company?**

1. **What do you think our Company does particularly well?**

1. **Research shows that feeling comfortable in the culture of the organisation is an important influence on job satisfaction. How did you feel about the culture at this company? Could you briefly describe it? (Prompting thoughts might include; leadership, 'red tape', hierarchy access to decision-making, sense of autonomy, sense of professionalism, professional relationships).**

1. **What did you think about the level of induction and initial training you received? What suggestions would you make to improve that process?**

1. **When you agreed to your job role at the company was there a match between what was promised and what was provided? If not, why not?**

1. **Reflecting back at your time with us and your achievements, do you feel your achievements were recognised?**

1. **Were you provided with an opportunity to develop your skills? (For example, training, coaching, acting in a higher position and/or mentoring.) Please explain which methods were used. What worked best for you? Can you suggest any alternatives to do it better?**

1. **Was the remuneration you received here what you would have expected? If not, why not?**

1. **Were families or work/life balance considerations a part of your decision to leave this position?**

1. **If you are leaving to join another organisation, what will your new organisation offer that this one does not?**

1. **What would have been the one thing that the Company could have done that would have made you stay?**

1. **Would you recommend employment at the company to a friend?**

1. **If a suitable position became available with us at some point in the future. Would you apply for that position?**

1. **Is there any other issues you would like to raise?**

Print name (Employee) Signature (Employee)

Date

**Office Use Only:**

Is re-employment an option? ❑ Yes ❑ No

Has a written reference been given? ❑ Yes ❑ No

Is there any Company property to be returned? ❑ Yes ❑ No

If yes, please explain:

Is any follow up required? ❑ Yes ❑ No

If yes, please explain: