

## Exit Interview Questions - Template

Name: \_\_\_\_\_  
Position within the organization: \_\_\_\_\_  
Interviewer(s): \_\_\_\_\_  
Date: \_\_\_\_\_  
Last Day with the organization: \_\_\_\_\_  
The departing employee wants to share the exit interview with management YES/NO: \_\_\_\_

### Questions:

1. Why are you leaving/what prompted you to start looking for another job?
2. Did the job live up to your expectations? If not, then why?
3. Do you feel your job description changed since you were hired? If so, then how?
4. How was your relationship with your direct Supervisor/ Manager?
5. What qualities should we absolutely look for in your replacement?
6. What would you do to improve the situation that is causing you to leave?
7. Please describe your general feelings about working here.
8. What were three things you enjoyed most about working here?
9. If you could change three things, what would they be?
10. Are there ideas that you have that you wish you could have implemented while you were here?
11. Please describe the three best things about working with your supervisor.
12. What would you change about our new employee orientation program? In other words, are there things that you wish you had known before or during the beginning part of your employment with our company?
13. Who are the three people who have made the most positive impact on you and your career here at the company?



14. What advice do you have for the next person in your position?
15. How would you describe our company culture?
16. What aspect of our company culture do you think we need to change or improve?
17. Did you have enough tools & resources to do your job properly? If not, what was missing?
18. Is there anything else you would like to discuss as you depart the organization that has not been addressed?

