

7.1.7 Template - Exit Interview

Employee name:

Final day of work:

Duration of employment:

Position:

1.	What job will you be moving to?
2.	Why did you start looking for a new job?
3.	How do you think your new role compares to your role here? <i>A step backward / About the same / A promotion</i>
4.	Did your job with us turn out as you expected?
5.	What did you like most about the job and why?
6.	What did you like least about the job and why?
7.	Did you feel you were able to approach your manager? Why?

8.	Did you feel that you were able to contribute to the business? Explain?
9.	Did you feel you were able to develop skills and knowledge useful to your career while working here? In what areas?
10.	Would you have liked more training either on or off farm? If so what?
11.	Were you provided with the tools and machinery required to do the job well?
12.	Was your workload fair? Explain?
13.	How has pay level and time off influenced your decision to leave?
14.	What could have been done to retain you in the business?
15.	Any other comments you would like to make?

15.	<p>Are you happy to act as a referee and discuss working for our business with people who are considering coming to work with us?</p> <p>Yes / No</p> <p>If Yes, what phone number will be most suitable to contact you?</p>
16.	<p>Are you happy for us to call you in the future if a job that you may be suited for comes up in our business?</p> <p>Yes / No</p> <p>If Yes, what phone number will be most suitable to contact you?</p>

Reasons for employee leaving in the interviewer’s opinion:

Suggestions for future action:

Interview carried out by:

Name:

Signature:

Date:

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