

Exit Interview

Employee's name:	Final day of work:
Position:	Duration of employment:

Why did you begin looking for a new job?

Has pay level and time off influenced your decision to leave?

Was your workload fair? Please provide examples.

Did you feel that you were equipped to do your job well?

Did you feel you were able to contribute to the business? Explain.

Were you satisfied with the way you were managed?

Did you have clear goals and objectives?

Did you receive constructive feedback to help you improve your performance?

How can we improve training and development?

Do you have any other comments?

Are you happy to act as a referee and discuss working for our business with people who are considering coming to work with us?

Yes

No

Signed:	Date:
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