

## EXIT INTERVIEW FORM

The meeting will be a relaxed discussion lasting approximately 30 minutes to discuss the points you have made when completing the questionnaire.

The purpose of this meeting is to give you an opportunity to tell us why you are leaving and to get your perception of your time at work.

Your contribution to the meeting is important. Please be as open, honest and objective as possible when answering questions. Support up your comments with specific examples wherever possible.

We will ensure your feedback is used to improve the company.

Please complete all sections prior to the meeting.

<b>Name</b>	
<b>Date of Joining</b>	<b>Leaving</b>
<b>Date of Exit Interview</b>	<b>Location</b>

### Section 1 – Reasons for Leaving

Please indicate your main reason for leaving the company. If you have more than one reason, please mark the importance with 1 being the highest.

- ☐ Career progression and prospects
- ☐ Relocation
- ☐ Retirement
- ☐ Other reason \_\_\_\_\_

Company Name>>. If you have more than one reason, please mark the importance with 1 being the highest.

- ☐ Change of job
- ☐ Working relationships
- ☐ Unrelated to work)

If you are leaving to take on a new position please indicate your reasons for leaving:

- ☐ Improved salary and benefits package
- ☐ More responsibility
- ☐ Different type of work
- ☐ Other (please specify) \_\_\_\_\_

If you are leaving to take on a new position please indicate your reasons for leaving:

- ☐ More senior position
- ☐ More responsibility
- ☐ Better or more flexible hours

## Section 2 - Your opinions of

Please rate the following, taking into account your time with <<insert Company Name>> and not just the recent past experience.

**E = Excellent**

**G =**

**Satisfactory**

**P = Poor**

		Comments
1	Job induction	
2	On the job training and coaching	
3	Salary and benefits	
4	Internal communication, involvement & consultation	
5	Feedback and appraisal	
6	Physical working conditions	
7	Relationship with senior staff	
8	Relationship with other members of your team	
9	Feeling of being valued	

10	Overall, your employment with the Company		

### Section 3 - Exit Interview Questions

1. What have you particularly enjoyed about working with the company?
2. What have you disliked since joining the company?
3. Is your job description an accurate reflection of the work you carry out?  
If not, please explain.
4. Have you felt able to open up your concerns and have those concerns when raised been resolved?
5. If you have felt unable to do this: what barriers did you perceive there to be?
6. Do you think morale in your department is:
 

Very Good ☐
 Good ☐
 Fair ☐
 Poor ☐

What makes you say this?

7. What prompted you to look for another job?
8. What recommendations do you have that you think the company should consider?
9. Any other comments?

## Section 4 – Your New Position

Name of Organisation \_\_\_\_\_

Location \_\_\_\_\_

Job Title \_\_\_\_\_

Salary \_\_\_\_\_

### General Data Protection Regulation

Under the General Data Protection Regulation, we require your consent to process personal data (unless one of the conditions apply).

Please indicate below whether or not you consent to provide a reference about your employment to the prospective employer.

Yes/No

You have the right, if you wish, to withdraw your consent, you should do so in writing.

Company name>> to provide a reference request is received from a

Company name>> to provide a reference request is received from a

time. If you wish to withdraw your

Name:

Signature:

Date: