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| **EXIT INTERVIEW GUIDE** |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employment Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Termination Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTRODUCTION**

Describe the purpose for the interview and approximately how long it will take. Explain how the interview process will work.

Click here to enter text.

**INTERVIEWER QUESTIONS**

**PART A: REASONS FOR LEAVING**

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| Why are you leaving your position? |
| Click here to enter text. |

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| If you could change anything about the organization, what would you change? |
| Click here to enter text. |

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| Prior to making the decision to leave, did you voice your concerns to anyone else at the organization? Why or why not? |
| Click here to enter text. |

**PART B: EXPERIENCE**

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| Did your position meet your expectations? |
| Click here to enter text. |

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| Did you feel you had all the resources you needed to do your best work here? |
| Click here to enter text. |

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| What did you appreciate most about working here? |
| Click here to enter text. |

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| How would you describe the culture of the organization? |
| Click here to enter text. |

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| How could the organization have made more use of your abilities and potential? |
| Click here to enter text. |

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| Is there anything we could have done to make you want to stay? |
| Click here to enter text. |

**PART C: LOOKING AHEAD**

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| What do you see as the biggest risks for our organization? |
| Click here to enter text. |

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| What advice would you give to the board of directors/senior leadership of the organization? |
| Click here to enter text. |

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| What would make this a better place to work? |
| Click here to enter text. |

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| Would you consider working here again? |
| Click here to enter text. |

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| Would you recommend others apply for a position here? Why or why not? |
| Click here to enter text. |

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| Additional comments about your position or the organization? |
| Click here to enter text. |

**CONCLUSION**

Thank the person for their time and let them know how they can follow up with you if they have any further comments.