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| **Exit interview** | |
| Employee Name: | Title: |
| Reporting to: | Title: |
| Interview Date: | Exit Date: |
| Length of Service: |  |
| What is your main reason for resigning? | |
| * Compensation * Better role * Conflict with colleague * Travel requirements * Distance travelled to work * Lack of opportunity * Lack of promotional opportunities | * Culture * Lack of training * To return to study * Moving interstate/overseas * Headhunted * Other, please specify? |
| What is your secondary reason? | |
|  | |
| What have you enjoyed most about your time at [company]? | |
|  | |
| What have you enjoyed least about your time at [company]? | |
|  | |
| How would you describe the culture at [company]? | |
|  | |
| Do you know what the company core values are? What are they? | |
|  | |
| Do you believe that the company lives their core values? | |
|  | |
| How would you rate the management team at [company]? | |
| Poor Average Good Excellent | |
| How would you rate the training at [company]? | |
| Poor Average Good Excellent | |
| Would you recommend working at [company] to your friends? Yes/No. Please explain | |
|  | |
| Where are you going to work (if applicable)? What appealed to you about that role? | |
|  | |
| Would you be interested in joining our alumni program (if applicable)? | |
|  | |
| Can you please confirm an email, postal address or phone number, so that we can pass on any communication? | |
|  | |
| Have you returned all company property as yet? If not, what is still outstanding and when can we expect this to be returned? | |
|  | |

Please sign acknowledging that this is an accurate account of our interview.

Employee: Interviewer:

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_