Exit Interview

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| Employee Name: |  | Title: |  |
| Reporting To: |  | Title: |  |
| Termination Date: |  | Length of Service: |  |
| Date |  |  |  |

What is your main reason for resigning?

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| --- | --- | --- | --- |
|  | Compensation |  | Culture |
|  | Better role |  | Lack of Training |
|  | Conflict with colleague |  | To return to study |
|  | Travel requirements |  | Moving interstate / overseas |
|  | Distance travelled to work |  | Headhunted |
|  | Lack of opportunity |  | Other, please specify? |
|  | Lack of promotional opportunities |  |  |

What is your secondary reason?

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What have you enjoyed most about your time at [company]?

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What have you enjoyed least about your time at [company]?

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How would you describe the culture at [company]?

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Do you know what the company core values are? What are they?

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Do you believe that the company lived their core values?

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How would you rate the management team at [company]?

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Poor |  | Average |  | Good |  | Average |

How would you rate the training at [company]?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Poor |  | Average |  | Good |  | Average |

Would you recommend working at [company] to your friends? Yes / No. Please explain

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Where are you going to work (if applicable)? What appealed to you about that role?

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Would you be interested in joining our alumni program (if applicable)?

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Can you please confirm an email, postal address or phone number, so that we can pass on any communication?

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Have you returned all company property as yet? If not, what is still outstanding and when can we expect this to be returned?

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

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| --- | --- |
| Signed: | Interviewer: |
| Date: | Date: |