

Employee Exit Interview Template

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To use this template:

This template can be used to help you manage an employee departure from your business. In here, you'll find a range of different questions to ask that can help you gain a greater understanding of their reason for leaving. This template will also help you gain insight into how you can improve the employee experience going forward.

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No one ever likes saying goodbye.

When someone resigns from your business, it's easy to feel confused about it. After all, you've spent time investing in them as an employee, they've done great work for you, and you feel as if they're part of your inner circle. When someone has embodied your company values and has been working towards your company vision, it can be really challenging to accept that they can walk away from all of that.

While an employee leaving your company may be a hard thing to process, it's one that should be leveraged properly. When someone leaves, it creates an opportunity for you to gain insightful feedback into the overall employee experience, allowing you to improve in areas that might require a little TLC.

From this feedback, you can work to implement new strategies and focus on key parts of the employee experience to help reduce turnover and keep happiness and engagement high. Before we start, here are a few exit interview tips and tricks those conducting the interview should keep in mind.

Exit Interview Tips and Tricks:

- Make sure the person conducting the interview is at least one step removed from the employee; not their direct manager or close colleague. A more senior manager or HR manager is a better choice.
- The interviewer is asking quite upfront questions, so they should remember to approach the meeting with a spirit of friendliness and respect. The interviewer should listen more than they talk.
- Express that although their feedback will be used for company improvement, their responses will not be shared with the wider company.
- Follow a structured set of specific questions. If you only ask generally about feedback, you'll likely get only a general response.
- Document the interviewee's responses. Using tools like Employment Hero's meeting features can help you securely note feedback.
- Leave plenty of time for an exit interview. Doing it too close to the employees' last day when they are trying to wrap up loose ends could be stressful for them.
- At the end of the meeting, thank the employee for their time and reiterate that their feedback will be used for company improvement.

Employee Exit Interview Template

Employee name:	
Employee position:	
Date of interview:	
Date of resignation:	
Signed:	

Manager name:	
Signed:	

General questions

Q1. Was there any particular reason/event that made you decide to look for a new role?

Q2. What does your new company or role offer that made you want to work there?

Q3: What are your thoughts about management and leadership within this business? Do you have any thoughts on the management style?

Q4. How do you feel about the team that you've worked within? Do you think there could be any changes to help your team work better together?

Q5. Have you enjoyed the culture here? Why or why not?

Q6. Do you feel like you have been well equipped and well supported to do your job here? What else could have been provided for a better experience?

Q7. Did you enjoy your role here? What do you think of the structure or responsibilities of the role?

Q8. Are there any red flags in the business that you think we should be aware of?

Q9. Do you have any other feedback or suggestions for what we could be doing better as a business?

Reasons for leaving (choose all that apply)

- Looking for a higher rate of pay
- Seeking a role with better career opportunities and growth
- The work is not fulfilling
- The commute/looking for a role closer to home
- The role is not flexible enough with family/personal commitments
- Looking for improved work-life balance
- Company benefits are lacking
- Conflict with co-workers/managers
- Seeking a permanent position or more stability
- Personal reasons
- Other:

Notes:

About the role

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
The work was fulfilling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work was challenging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There were opportunities for career advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was supported in my role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I received the appropriate training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The workload was manageable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Remuneration and benefits

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
My remuneration was fair for my role and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My remuneration was in line with the industry average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was consistently paid on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The benefits on offer were valuable to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Manager feedback

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
I felt supported by my direct manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My manager recognised and rewarded great work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My manager listened when I had suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My manager gave valuable feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes: