

Exit Interview and Leavers Discussion

Line Manager Name:

Employee Name:

Date of Leaving:

Last Day Worked:

Type of Leaver:

(circle relevant)

Termination Rehire

Retirement

Termination Do Not Rehire

Death in Service

Reason for Leaving:

(circle relevant)

Better Benefits

Career Change

End of Fixed Term Contracts

Return to Education

Relocation

Better Career Opportunities

Child/Dependency Break

Health Reasons

Personal/Political Reasons

Reason Unknown

Working for the Business

Please utilise these questions during your leaver's discussion, space has been provided on the reverse to make notes of this conversation.

Question 1: What circumstances prompted you to start looking for another job?

Question 2: Under what circumstances, if any, would you consider returning to the company?

Question 3: Do you think management adequately recognised employee contributions? If not, how do you think recognition could be improved?

Question 4: Did you feel you had the tools, resources and working conditions to be successful in your role? If not, how could it have been better?

Question 5: Do you feel you had the necessary training to be successful in your role? If not, how could it have been better?

Question 6: What was the best part of your job here?

Question 7: What can the organisation improve on?

Question 8: Do you have any suggestions for improving employee morale?

Question 9: Do you have any concerns about the company you'd like to share?

Question 10: Is there anything else you'd like to add?

Please note that Question 1 and 7 (highlighted) are compulsory questions, which will allow us to monitor trends.

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Please use this space to take notes during the leaver's discussion including question answers: