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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?

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| What is your secondary reason? |
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| 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? |
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Please sign acknowledging that this is an accurate account of our interview.

Employee: Interviewer:

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