

EMPLOYEE EXIT INTERVIEW



The company is committed to continuously improving the way it operates and engages with its staff.

Please take the time to complete and return this exit interview form by providing honest feedback about your experiences with the Company.

Your feedback will remain confidential and may assist to improve the experiences of other team members.

EMPLOYEE DETAILS	
Name:	
Length of service:	
Departure date:	
Position held on commencement:	
Position held on departure:	
Manager's name:	
PRIMARY REASON(S) FOR LEAVING	
<div><input type="checkbox"/> Moving to Another Employer</div> <div><input type="checkbox"/> Home/Family Needs</div> <div><input type="checkbox"/> Health</div> <div><input type="checkbox"/> Relocation</div> <div><input type="checkbox"/> Retirement</div> <div><input type="checkbox"/> Redundancy</div> <div><input type="checkbox"/> Career Change</div> <div><input type="checkbox"/> Study</div>	<div>Dissatisfaction with:</div> <div><input type="checkbox"/> Remuneration</div> <div><input type="checkbox"/> Working conditions</div> <div><input type="checkbox"/> Type of work</div> <div>Interpersonal challenges with:</div> <div><input type="checkbox"/> Supervisor/manager</div> <div><input type="checkbox"/> Colleagues</div> <div><input type="checkbox"/> Clients</div> <div><input type="checkbox"/> Other: _____</div>

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IF “MOVING TO ANOTHER EMPLOYER”

What is the name of the new employer?

What position will you be working in?

What attracted you to the new position?

- ☐ Remuneration
- ☐ Salary and benefits package
- ☐ Working conditions
- ☐ Location
- ☐ Type of work

Do you see this as a career development move for you? If so, why do you feel you were unable to advance your career within your current Company?

FEEDBACK ON YOUR POSITION

What aspects of your position with the Company did you enjoy the most, and why?

What aspects of your position with the Company did you enjoy the least, and why?

What experience, knowledge and personal qualities do you consider essential for the position you held with the Company?

Was the position accurately represented to you when you were hired? If not, what were the differences?

What changes would you make to your position to make it more effective or satisfying? Why or why not?

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INDUCTION AND TRAINING

Do you believe the induction and training you received at the Company was sufficient? Why or why not?

What improvements could the Company make to its induction or training?

What training and development opportunities were provided to you to help your professional development?

Did you feel you had enough training to set you up to be successful in your role?

YOUR EXPERIENCE

How do you feel about the following in your role with the Company?

	Very dissatisfied	Dissatisfied	Neutral	Satisfied	Very satisfied
Opportunity to use your abilities in your position					
Recognition of your achievements and contributions					
Your manager’s leadership					
Communication about relevant events, updates and changes					
Technology, tools and equipment provided					
The Company culture					

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WORKING ENVIRONMENT

Were there any WHS issues you believe should be addressed?

What do you believe are the most positive aspects of the Company's working environment?

What are some aspects of the Company's working environment which could be improved?

How would you describe the guidance and support you received from your manager?

Would you return to the Company in the future? Why or why not?

Would you refer someone to work for the Company? Why or why not?

GENERAL FEEDBACK

Are there any other comments you would like to make in relation to your experience with the Company?

Would you be happy to discuss the feedback contained in this exit interview with our HR team on a confidential basis?

Name:

Signature:

Date: