

## 8.20 Exit Interview form

### Opening the interview

1. Discuss any 'housekeeping' tasks associated with leaving the organisation, for example when and to whom to return keys, how the employee will receive their final eligible termination payment etc.
2. Explain the purpose of the exit interview and assure the employee of the confidentiality of the discussion.

### Exit interview questions:

What is your main reason for leaving?

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Did the position meet your expectations?

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Did you receive adequate support, including training, in your position?

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Are there any changes you believe should be made to the position or the organisation?

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Any other comments you would like to make?

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### Concluding the interview

Wish the employee well. Thank them for participating in the interview.

### Action to be taken

Note any action to be taken, for example, review of position description, review of training arrangements for staff.

