

Exit Interview Questionnaire

Name

Commencement Date

Leaving Date

Job Title

Department

REASONS FOR LEAVING:

Did any of the following influence your decision to leave? *(Tick all that apply)*

Career break	<input type="checkbox"/>	Change in career	<input type="checkbox"/>	Commitments outside of work	<input type="checkbox"/>
Lack of career development opportunities	<input type="checkbox"/>	Lack of flexible working policies	<input type="checkbox"/>	Unsatisfactory relationship with manager	<input type="checkbox"/>
Dissatisfaction with Terms and Conditions (please specify)	<input type="checkbox"/>	Dissatisfaction with working environment (please specify below)	<input type="checkbox"/>	Misunderstanding of role	<input type="checkbox"/>
Relocation	<input type="checkbox"/>	Travel difficulties	<input type="checkbox"/>	Hours of work	<input type="checkbox"/>
Further education	<input type="checkbox"/>	Job content	<input type="checkbox"/>	Lack of training	<input type="checkbox"/>
Unsatisfactory relationship with colleague(s)	<input type="checkbox"/>	Discrimination, victimisation, bullying or harassment	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>

Please explain your reason for leaving in more detail:

Did you enjoy working with the organisation?

What did you most enjoy about your role?

What did you least enjoy about your role?

Did you feel your duties were clearly defined?

Using the below scale, how would you describe communication within the workplace?

(Please explain your answer)

(1=Very Poor 2=Poor 3=Satisfactory 4=Very Good 5=Excellent)

Using the below scale, how would you rate your line manager?

(Please explain your answer)

(1=Very Poor 2=Poor 3=Satisfactory 4=Very Good 5=Excellent)

Did your line manager provide you with enough support to enable you to do your job?

(Please explain your answer)

Were you given the opportunity to develop your career?

Were you provided with enough training?

If you had questions or concerns, did you feel able to approach a member of management to discuss?

Can you think of any improvements that could be made to

i. your role?

ii. the organisation?

Any other comment you wish to make?

Employee _____

Date _____

Manager _____

Date _____