**EXIT INTERVIEW**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

The purpose of the exit interview is to obtain valuable staff feedback on their perception of the company. Results can then be evaluated to determine what is perceived to be working well as well as review potential improvement areas.

As a general rule it is not compulsory for staff to complete an exit interview but it should be valued and encouraged.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on **(03) 8662 5222**.

Disclaimer

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| --- | --- |
| Employee Details | |
| Name of employee |  |
| Date |  |
| Department |  |
| Position of Exiting Employee |  |
| Employee Manager |  |
| HR Member completing the exit interview |  |

|  |  |
| --- | --- |
| General Questions | |
| 1. What did you find most satisfying/like most about | |
| Working at **[INSERT COMPANY NAME]**? |  |
| Your actual position? |  |
| 2. What did like least about | |
| Working at **[INSERT COMPANY NAME]**? |  |
| Your actual position? |  |
| 3. Do you have any suggestions for improving your current position? | |
| 4. How would you rate the morale within your department? | |
| Excellent / Good / Fair / Poor | |
| Why? (Prompts – Why do you rate it so positively? What did you find most frustrating?) | |
| 5. Do you have any suggestions for improving current processes or procedures within your department? | |
| 6. How would you rate your working relationship with your immediate colleagues? | |
| Excellent / Good / Fair / Poor | |
| Why? (Prompts – Why do you rate it so positively? Why was it so poor?) | |
| 7. How would you rate your working relationship with your direct manager? | |
| Excellent / Good / Fair / Poor | |
| Why? (Prompts – Why do you rate it so positively? Why was it so poor?) | |
| 8. More specifically, rate the following statements about your manager: | |
| Disagree / Neutral / Agree | |
| It was made clear to me what I needed to do to perform well in my role.  I would feel comfortable discussing ideas and suggestions for improvement with my manager.  My manager acted in a timely manner to issues raised.  My manager gave feedback, encouragement and support when needed.  Performance appraisal discussions were useful. |  |
| Would you like to make any further comments in relation to your manager? | |
| 9. Can you please rate your feeling about each of the following: | |
| Very Good / Satisfactory / Room for Improvement: | |
| My remuneration level for my position  Opportunity for an increase in remuneration if I performed well  Opportunity for promotion/advancement  Training and development opportunities provided |  |
| 10. What are main reasons for leaving the organisation? | |
| Prompts if required– career change, opportunity, the position, manager, personal reasons, the team, communication | |
| If applicable, what attracted you to your new role or organisation?  Prompts if required– opportunity, location, flexibility, remuneration | |
| 11. As you leave the organisation, can you please let us know your overall feelings about **[INSERT COMPANY NAME]** by rating the following statements as Agree, Neutral or Disagree? | |
| **[INSERT COMPANY NAME]** provides a good working environment for employees |  |
| Overall I enjoyed working at **[INSERT COMPANY NAME]** |  |
| I believe **[INSERT COMPANY NAME]** is a good employer |  |
| 12. Are there any other comments or suggestions you would like to make? | |

|  |  |  |  |
| --- | --- | --- | --- |
| Would you like this to remain confidential? | | | |
| Signature |  | Date |  |
| Received by HR |  | Date |  |