The right exit interview questions help organizations collect information about the employees’ experiences with the company and their reason/s for leaving. Implementing this feedback can improve the organization’s overall business decisions, policies, and workplace culture.

From a practical point of view it’s good to keep in mind that:

- It’s best to have a neutral third party, like someone from the HR department, to hold the exit interview since employees may not always have a great relationship with their manager.
- Employees remember their first day on the job, but they also remember their last. The exit interview is, therefore, a big part of how leaving employees will remember you as an employer. That’s why you need to take all feedback seriously.

## Exit interview questions about the leaving employee & the company

1. Why did you start looking for a different job?

2. What made you decide to leave?

3. How was your relationship with your manager?

4. What did you think of your onboarding when you first joined?

5. What are the specific changes or improvements you would have liked to see within the company/team?

6. What is the feedback you would like to provide about the company that could help us improve the employee experience for future employees?
7. Would you recommend our company to your friends and professional network? Why (and why not)?

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8. Would you ever consider working for us again?

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Exit interview questions about the job

9. Did the job live up to your expectations? If not, then why?

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10. Do you feel your job description changed since you were hired? If so, then how?

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11. What qualities should we absolutely look for in your replacement?

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12. How satisfied are you with your workload in relation to your career goals and aspirations?

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13. What part of the job did you like the most?

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14. What part of the job did you like the least?

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15. Pertaining to your role in our company, what could we have done differently to make you stay?

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16. How satisfied were you with your role in the organization?

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Exit interview questions about the company culture

17. How would you describe our company culture?

18. What part of our company culture do you enjoy the most?

19. What’s the aspect of our company culture you think we need to change or improve?

20. What are we not doing that we should be doing to create a better organizational culture?

21. If you were the CEO, what would you change to make this workplace thrive?

22. Can you describe a situation where you felt unsupported or undervalued in your role? How do you think this could have been improved?

23. Were there any specific issues with the company culture that contributed to your decision to leave?

Exit interview questions about the work environment

24. How would you describe the workplace environment?

25. What do you like most about your work environment/work area?

26. What do you like least about your work environment/work area?

27. What do you feel we should definitely change or add to improve your work environment/work area?
28. How satisfied were you with our flextime/work-from-home policy?

29. Were there any specific issues with the work environment that contributed to your decision to leave?

**Exit interview questions about the technology**

30. Did you feel you had enough tools & resources to do your job properly? If not, what was missing?

31. When you first started working for us, how easy was it to navigate the various systems and applications?

32. How satisfied were you with the tools you used to communicate with your colleagues and/or customers when working remotely? (video calls, chat systems, shared docs, etc.)

33. What software/tool should we stop using right away?

34. Were you happy with the hardware provided by the company (laptop, phone, etc.)?

35. How satisfied are you with the level of IT support you received while working remotely?

**Questions to wrap up the exit interview**

36. Is there anything else you would like to discuss as you depart the organization that has not been addressed?

37. If you were speaking to the founders/owners instead of me, what advice would you give them?

38. What advice would you give us on how to improve the offboarding process?
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