

Exit Interview Template

With 29 Questions

Exit interview questions come in all shapes and sizes. In this template, we've listed 29 questions that you can pick and choose according to your needs.

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 so try to take all feedback seriously!

Exit interview questions about the leaving employee

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. Who is really kicking ass in the company/who do you admire?

.....

6. Would you recommend our company to job-seeking friends? Why (not)?

.....

7. Would you ever consider working for us again?

.....

Exit interview questions about the leaving employee

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

.....

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

.....

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

.....

11. What was the best part of your job?

.....

12. What was the worst part of your job?

.....

13. Did you get clear goals and objectives?

.....

14. Could we have done something to make you stay? If so, what?

.....

Exit interview questions about the company culture

15. How would you describe the culture in the company?

.....

16. What are we not doing that we should be doing?

.....

17. Did you feel valued and recognized in the company?

.....

18. If we could improve in any way, how could we do it?

.....

19. What's not fun about working here?

.....

Exit interview questions about the work environment

20. What do you like most about our office?

.....

21. What do you like least about our office?

.....

22. What do you feel we should definitely change or add?

.....

23. Were you satisfied with our flextime/work from home policy? If not, then what would you change?

.....

24. How did you come into the office and what was your commute like?

.....

Exit interview questions about the technology

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

.....

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

.....

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

.....

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

.....

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

.....

Pro tip: Remember that all feedback is welcome. So don't forget to **always** ask people if there is anything else they'd like to share with you that you haven't covered during the exit interview.