

Exit interview template

This template is designed to gather genuine feedback and end things on a positive note with a departing team member. The questions cover seven domains, each relevant to employee satisfaction and experience. Show that you respect your departing team member's opinion and improve your employee retention strategies.

Reasons for leaving the organization

1. What motivated you to start searching for a new job?
2. Looking back, is there anything we could have done to make you want to stay?

Compensation, benefits & recognition

1. Do you believe you were fairly compensated? Why or why not?
2. Were there any benefits or perks that you found particularly valuable?
3. What benefits or programs do you feel are missing from the organization?

Role-specific questions (role expectations, role ambiguity)

1. How did the reality of the role evolve compared to what you expected during the hiring process?
2. How would you describe the clarity of your role and objectives?

Tools

1. Were there any tools, systems, or software that made your job more difficult than it needed to be?
2. Were there any tools or resources you wish you had access to that would have made your work easier?

Career growth & development

1. How do you feel about career growth opportunities within the organization?
2. What could have been done to improve your career progression here?

Forward-facing questions

1. If you were hiring your own replacement, what would you be looking for?
2. What are the toughest challenges you foresee for the organization in the future?
3. Would you recommend others to apply here? Why or why not?
4. Would you consider working here again in the future?