

## Exit Interview Questionnaire

<b>Employee Name:</b>	
<b>Start Date of employment:</b>	
<b>End Date of Employment:</b>	
<b>Department:</b>	
<b>What are your reasons for leaving our business?</b>	
<b>What are the positive aspects from your time with us?</b> <i>(i.e. what you liked most about working here, what do we do well, what should we continue to do etc.)</i>	
<b>Do you have suggestions/recommendations for areas we could improve on?</b> <i>(i.e. what should we do less of, any new initiatives you feel we should consider)</i>	
<b>Is there anything we could have done to make you stay?</b>	
<b>Is there anything else you wish to add that I haven't given you an opportunity to mention?</b>	
<b>What is the next stage in your career i.e. where they are going next?</b>	
<b>Leavers Signature:</b>	_____
<b>Interviewer Signature:</b>	_____
<b>Date:</b>	_____