



<<\_CompanyName\_>>

<<\_Address1\_>>

<<\_Address2\_>>

<<\_City\_>>, <<\_StateProv\_>> <<\_PostalCode\_>>

<<\_Website\_>>

## EXIT INTERVIEW GUIDE

**Note:** An exit interview that is properly conducted can give an employer information about the climate within the company, company morale, and the attitude of employees toward their supervisors, management, and fellow employees. It is important to build rapport by asking non-threatening questions similar to the following:

1. Which responsibilities did you like most about the job? Which responsibilities did you like least?
2. What did you like most about the department you were assigned to?
3. What did you think about the way the manager handled complaints?
4. What types of working conditions are most conducive to your best productivity?
5. What do you see as the future of this company?
6. What impressed you about this company when you first accepted your position? Has this impression changed? If so, how? Why?
7. When you first joined the company, was your training helpful for what you were actually doing six months later?
8. What type of job are you going to? What are you looking for in that position that you feel is not present in this company?
9. What kind of work do you like to do best? Were you doing that kind of work in your job here?
10. What points would you want to make if you could tell top management how you felt about this organization?
11. How do you feel about the contribution you have made to this company?
12. Tell me what your feelings are about the benefit program offered by this company?

**Note:** In analyzing the responses, watch for patterns that may provide helpful information for the employee selection process. The responses may also provide suggestions for improvement in the general organizational or personnel areas.