[Insert organisation name/logo]

# EMPLOYEE EXIT INTERVIEW

The following exit interview is to be used with resigning staff members.

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| **Employee’s name**  |  | **Scheduled exit date** |  |

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| --- |
| **Reason for resignation***Explore reasons for resignation, what would make you stay, what would you change if you could?* |
|  |
| **Rewards and benefits of working with [insert organisation name]**  |
|  |
| **Support and supervision***Was adequate support and supervision provided? What aspects were/were not beneficial? How could it be improved?* |
|  |
| **Opportunities and professional development***Were adequate professional development opportunities provided? What are* ***[insert organisation name]’s*** *strengths and areas for improvement in this area?* |
|  |
| **Position and role***Does the position description adequately match the role and tasks undertaken?* *How could the position/role be changed for the better? What was most and least enjoyable about the position and role?* |
|  |
| **General and specific improvements to [insert organisation name]** *Are there any general or specific things* ***[insert organisation name]*** *could do to improve – human resources, general operations, communication, team development, program/project areas?* |
|  |
| **Other** |
|  |

|  |  |
| --- | --- |
| **Interviewer’s name**  |  |
| **Position** |  |
| **Signature**  |  | **Date** |  |