[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?* |
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| **Rewards and benefits of working with [insert organisation name]** |
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| **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** |
|  |

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