# Employee exit interview (insert organisation / logo)

Your feedback on the working environment and conditions at **< Business name >** is valued and we invite you to share your views so that we may have the opportunity to improve.

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| **Employee’s details** | | | | | | | | | |
| Name of employee: | |  | | Position: | | |  | | |
| Commencement date: | |  | | Date of last shift: | | |  | | |
| Date of interview: | |  | | Conducted by: | | |  | | |
| **What things make this a good place to work?** | | | | | | | | | |
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| **What things would you change to make this a better place to work?** | | | | | | | | | |
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| **Please indicate your reason(s) for leaving:** | | | | | | | | | |
| Further study | | | | Family commitments | | | | | |
| Planning to travel | | | | Seeking better benefits / conditions | | | | | |
| Dissatisfied / disillusioned with current role | | | | Conflict with others | | | | | |
| New career opportunity | | | | Other (specify below) | | | | | |
| Other: |  | | | | | | | | |
| **If you have accepted a new position – describe the areas that make the new job more attractive?** | | | | | | | | | |
|  | | | | | | | | | |
| **How would you describe the working environment here?** | | | | | | | | | |
| Supportive | | | | Professional | | | | | |
| Competitive | | | | Relaxed / informal | | | | | |
| Bureaucratic | | | | Friendly / welcoming | | | | | |
| Team-oriented | | | | Hardworking | | | | | |
| Conservative | | | | Haphazard | | | | | |
| Other: |  | | | | | | | | |
| **Please evaluate the following aspects of your employment:** | | | | | | | | | |
| Please tick only one box per row | | | | | Strongly disagree | Disagree | | Agree | Strongly agree |
| The induction at the start of the job helped and was sufficient | | | | |  |  | |  |  |
| There were enough skilled staff to get the work done | | | | |  |  | |  |  |
| There was no bullying or harassment | | | | |  |  | |  |  |
| The equipment and tools to effectively perform the job were readily available | | | | |  |  | |  |  |
| The organisation is focussed on service to their customers and members | | | | |  |  | |  |  |
| The management team is effective in their roles | | | | |  |  | |  |  |
| I would recommend the business to others as a good place to work | | | | |  |  | |  |  |
| My talents and skills were valued and utilised during my employment | | | | |  |  | |  |  |
| Workplace health and safety is a key consideration for this workplace | | | | |  |  | |  |  |
| Employees are motivated and interested in providing excellent customer service | | | | |  |  | |  |  |
| The business provides skill development, challenges and opportunities | | | | |  |  | |  |  |
| **What, if anything, do you wish you had known before you took the job?** | | | | | | | | | |
|  | | | | | | | | | |
| **What were the positive aspects of the job, your manager, the organisation that caused you to stay for as long as you did?** | | | | | | | | | |
|  | | | | | | | | | |
| **If changes could be made to build on your immediate manager’s effectiveness, what recommendations would you make?** | | | | | | | | | |
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| **In your opinion, what were the top three barriers to productivity in your job or work area?** | | | | | | | | | |
|  | | | | | | | | | |
| **Were there areas where you believe training needs in your job were not met?** | | | | | | | | | |
|  | | | | | | | | | |
| **How would you rate the effectiveness of our communication between staff / work area?** | | | | | | | | | |
| Effective | | | Average | | | Poor/ineffective | | | |
| **What suggestions do you have to improve internal communications?** | | | | | | | | | |
|  | | | | | | | | | |
| **How satisfied were you with the remuneration offered?** | | | | | | | | | |
| Satisfied - commensurate to the responsibility of the job  Reasonably satisfied – other things compensated  Dissatisfied – felt under valued | | | | | | | | | |
| **Were there any other benefits you feel should have been considered?** | | | | | | | | | |
|  | | | | | | | | | |
| **Are there any other comments you would like to make (suggestions, concerns, opportunities, etc)?** | | | | | | | | | |
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| **Thank you for your feedback, we appreciate the opportunity to identify areas we can improve on.** | | | | | | | | | |