# 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?** |
|  |
| **What things would you change to make this a better place to work?** |
|  |
| **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?** |
|  |
| **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)?** |
|  |
| **Thank you for your feedback, we appreciate the opportunity to identify areas we can improve on.** |