

EXIT INTERVIEW CHECKLIST

Build rapport first and reassure the person that their comments will remain confidential.

Explain why you want to conduct the interview eg to identify things that are obstacles to employees enjoying their work, to gain some feedback as to the improvements they would suggest.

Ask the questions below and write down the employee's answers.

What did you like most and least about the job?

How do you feel about the working conditions?

What did you like most or least about your supervisor's style of managing?

What do you think could be done differently to make your job easier?

What (if anything) would have made you stay longer?

How effective was your training?

How clear did you think your job description and responsibilities were explained to you?