

**HR BUILDING
BLOCKS COURSE**

EXIT INTERVIEW TEMPLATE

PREPARED BY

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Exit Interview Questions

Employee Name:

End Date:

Location:

Starting Wage:

Start Position:

Ending Wage:

End Position:

Returned Keys:

Start Date:

Smock:

1. What was your background before you worked at this company?
2. What position were you hired for when you started working at this company
3. In your opinion, how has the company changed over the time that you have worked here?
4. What were the most challenging aspects of working here?
5. What were the most rewarding aspects of working here?

Exit Interview Questions

6. Did you receive adequate feedback on your performance while at this company?
7. What did you like and not like about management at this company?
8. What key qualities and skills did you learn from your time here?
9. What things do you do that may be missed now that you will no longer work at this company?
10. Why have you decided to leave? What are your plans for the future?
11. Would you be interested in working for the company again at some point in the future?