**Exit Interview Template**

**Exit Interview**

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| Employee |  | Date |  |
| Position |  | Interviewer |  |

**Questions for Candidate Notes and Follow-up Actions**

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| 1 | What is your primary reason for leaving? | Follow-up: Did anything trigger your decision to leave? |
| 2 | What parts of your job were most satisfying to you? | Follow-up: What parts of your job were most frustrating to you? |
| 3 | Did you receive enough training to do your job effectively? | Follow-up: How about other resources? |
| 4 | What suggestions do you have to improve our workplace? |  |
| 5 | How did you like working with other members of the team? | Follow-up: Would you consider working here again? |
| 6 | What could your immediate supervisor do to improve their management style? |  |
| 7 | Were you satisfied with your pay, benefits, and other incentives? |  |
| 8 | Based upon your experience with us, what do you think it takes to succeed in this company? |  |
| 9 | Is there anything else I can assist you with? |  |

**Comments / Next Steps**