

# Exit Interview Questions Template

The right exit interview questions help organizations collect information about the employees' experiences with the company and their reason/s for leaving. Implementing this feedback can improve the organization's overall business decisions, policies, and workplace culture.

From a practical point of view it's good to keep in mind that:

- It's best to have a neutral third party, like someone from the HR department, to hold the exit interview since employees may not always have a great relationship with their manager.
- Employees remember their first day on the job, but they also remember their last. The exit interview is, therefore, a big part of how leaving employees will remember you as an employer. That's why you need to take all feedback seriously.

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## Exit interview questions about the leaving employee & the company

1. Why did you start looking for a different job?

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2. What made you decide to leave?

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3. How was your relationship with your manager?

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4. What did you think of your onboarding when you first joined?

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5. What are the specific changes or improvements you would have liked to see within the company/team?

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6. What is the feedback you would like to provide about the company that could help us improve the employee experience for future employees?

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7. Would you recommend our company to your friends and professional network? Why (and why not)?  
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8. Would you ever consider working for us again?  
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**Exit interview questions about the job**

9. Did the job live up to your expectations? If not, then why?  
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10. Do you feel your job description changed since you were hired? If so, then how?  
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11. What qualities should we absolutely look for in your replacement?  
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12. How satisfied are you with your workload in relation to your career goals and aspirations?  
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13. What part of the job did you like the most?  
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14. What part of the job did you like the least?  
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15. Pertaining to your role in our company, what could we have done differently to make you stay?  
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16. How satisfied were you with your role in the organization?  
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## Exit interview questions about the company culture

17. How would you describe our company culture?

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18. What part of our company culture do you enjoy the most?

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19. What's the aspect of our company culture you think we need to change or improve?

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20. What are we not doing that we should be doing to create a better organizational culture?

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21. If you were the CEO, what would you change to make this workplace thrive?

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22. Can you describe a situation where you felt unsupported or undervalued in your role? How do you think this could have been improved?

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23. Were there any specific issues with the company culture that contributed to your decision to leave?

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## Exit interview questions about the work environment

24. How would you describe the workplace environment?

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25. What do you like most about your work environment/work area?

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26. What do you like least about your work environment/work area?

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27. What do you feel we should definitely change or add to improve your work environment/work area?

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28. How satisfied were you with our flextime/work-from-home policy?

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29. Were there any specific issues with the work environment that contributed to your decision to leave?

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### **Exit interview questions about the technology**

30. Did you feel you had enough tools & resources to do your job properly? If not, what was missing?

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31. When you first started working for us, how easy was it to navigate the various systems and applications?

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32. How satisfied were you with the tools you used to communicate with your colleagues and/or customers when working remotely? (video calls, chat systems, shared docs, etc.)

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33. What software/tool should we stop using right away?

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34. Were you happy with the hardware provided by the company (laptop, phone, etc.)?

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35. How satisfied are you with the level of IT support you received while working remotely?

### **Questions to wrap up the exit interview**

36. Is there anything else you would like to discuss as you depart the organization that has not been addressed?

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37. If you were speaking to the founders/owners instead of me, what advice would you give them?

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38. What advice would you give us on how to improve the offboarding process?

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