

Exit interviews can reveal powerful insights that may prevent future employee turnover. You can conduct exit interviews face-to-face, use a service like Survey Monkey, or hire a third party consultant to interview your employees. Below is a list of exit interview questions to help you build your interview template:

1. Why did you start looking for another job?
2. What ultimately led you to accept the new position?
3. What does your new company/position offer that made you decide to leave?
4. What could we have done better?
5. How did this job meet your expectations?
6. Did you feel you were equipped to do your job well?
7. How would you describe the culture of our company?
8. Do you feel you were kept up to date on new company developments/changes and policies?
9. Were you comfortable talking to your supervisor about work problems?
10. Can you provide more information or specific examples?
11. Did you feel that the work you were doing aligned with your personal goals and interests?
12. Did you have the tools and resources you needed to effectively do your job?
13. If you could change anything about your job or the company, what would you change?
14. Would you recommend us to a friend looking for a job? Why or why not?
15. What could have been done for you to remain employed here?