25 Questions to Make Your

EXIT INTERVIEWS

THE BOMB

1. What is the main reason you decided to leave?
2. What other reasons contributed to your decision?
3. Why were these reasons so important to you?
4. What could you or we have done sooner to change your mind about leaving?
5. How could the situation(s) that led to your decision to leave been handled differently?



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6 What concerns or general thoughts can you share about the company's policies, processes or systems that impacted your decision to leave?

7 How do you feel about the company?

8 What has been positive for you during your employment with us?

9 What has been negative or frustrating to you during your employment with us?

10 What extra responsibility or opportunity would you have appreciated that you were not given?

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11 What training and career development opportunities did you have and what did you find most valuable? What training or career development opportunities did you not receive that would have been important to you?

12 What can you say about communications within the company and your department?

13 How would you describe the culture of this company?

14 What can you say about the way you were managed?

15 Did you enjoy the experience you had when we were recruiting you? What specifically convinced you to accept our job offer? Did we give you a realistic picture of the company and your role? How could we have improved our recruiting process? How could your on-boarding have been improved?

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16 What, if any, ridiculous examples of policy, rules, instructions, can you highlight?

17 What things did the company or management do to make your job more difficult?

18 What can the organization do to retain its best people (and not lose any more like you)?

19 Have you anything to say about your treatment from a discrimination or harassment perspective?

20 Would you consider working again for us if the situation were right?



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21

Do you mind sharing with us where you are going and what attracted you to the opportunity? Are they offering you something we did not offer you?

22

How can we benefit from your knowledge, experience, introductions to your contacts, etc., before you leave?

23

Are you willing to participate in a meeting with managers, team members, or even your replacement, so that we can benefit from your knowledge and experience, prior to your leaving?

24

What can we do to enable you to pass on as much of your knowledge and experience as possible to your team prior to your departure?

25

We'd be grateful for you to introduce your replacement (if possible) to your key contacts before you go - are you willing to help with this?