

Exit Interview Questions Template

Get valuable feedback from employees leaving. Use this template to ask the right questions and identify opportunities for improvement within your company.

How to use this template

You should use this to plan exit interviews. Select a handful of questions appropriate to the ex-employee. Remember, every employee is unique. You shouldn't ask everyone the same questions. Unique circumstances, seniority level, and other differentiating factors will play a role in your selection of questions.

Therefore, we suggest you read through the list of exit interview questions and highlight the ones that make most sense for your employee and their experience. This will allow you to find the questions easily when the interview takes place. Underneath each question, you'll find space to write notes about their responses.

20 exit interview questions

Here, you'll find a collection of exit interview questions that you can use and adjust for your company and ex-employee. If there are questions that use squared brackets, make sure to customize this before the interview.

What made you want to start looking for another role?

 Notes

Did you interview for more than one role during your job search?

 Notes

Do you feel you've been supported while you've worked here?

 Notes

How did others support you?

 Notes

How could we have supported you better?

 Notes

Did you have regular performance reviews?

 Notes

How do you think those performance reviews were handled? Is there anything your manager could have done better?

 Notes

What were your highlights of your time here?

 Notes

Thinking about your role, do you feel it reflected the job description you applied for?

 Notes

How do you think your role has evolved since you started with us?

 Notes

Do you believe your voice was heard?

 Notes

If no, why do you think that was?

 Notes

How were you rewarded for good work? Did you, for example, receive recognition and praise?

 Notes

How would you describe the dynamic of your team?

 Notes

In your new role, do you expect to be working on the same type of tasks as you did with us?

 Notes

How would you describe your work/life balance while working here?

 Notes

What were your biggest challenges while working with us? Are they a contributing factor to choosing to work elsewhere?

 Notes

Could we have done anything to change your mind about leaving?

 Notes

Would you recommend our company to a friend or family member? Why or why not?

 Notes

Do you feel that your salary was fair in relation to your role? Why or why not?

 Notes

Is there anything else you would like to share with us?

 Notes