Exit Interview

Employee Name

An exit interview is conducted with an employee who is about to leave the company.

Exit interviews are beneficial for both employers and employees to undergo.

Benefits of participating in an exit interview as an employer are:

- Finding out the reasons for the employee’s departure;
- Acquiring an employee perspective on the employer;
- Making peace with disgruntled employees;
- Potentially keeping a good employee – if the employee was under the impression that further development within the company was not possible, an employer can discuss options with that employee with the prospect of retaining the employee.

Benefits of participating in an exit interview as an employee are:

- Providing reasons for the departure;
- Leaving on a positive note;
- Giving constructive feedback to the employer.

Exit interviews should be conducted in person; however, this is not obligatory. If preferred, the employee can record answers on a written questionnaire, or the employee may decide not to participate in an exit interview at all. Questions posed in the interview should allow for chances for the employee to elaborate on the answers, and should also prompt the employee to rate the company’s work atmosphere.

Employer’s Responsibilities

Prior to the employee’s exit, the employer should provide sufficient time for the following:

- Completion of projects or current tasks;
- Documenting the status of projects in order to allow others to take note of what has been completed;
- Providing instructions to a supervisor or replacements;
- Returning company equipment (i.e. documents, cell phone, company computer, etc.);
- Training those who will take on the employee’s projects.

An employer should conduct an exit interview with every employee who resigns.

The purpose of the interview is to find out why the employee has decided to leave the workplace. From this, an employer can gain insight into an employee’s view of the company, its policies, procedures, and its practices. If the employee’s reasons for leaving are directly related to the workplace, the employer should use the information to improve any negative conditions in order to minimize staff turnover. The interview should be conducted by an impartial person, or someone exterior to the employee`s immediate colleagues. This way, the employee will feel more comfortable with providing input on any problems experienced while working for the company.

Ensure that financial matters are resolved between the company and the employee, such as payouts of vacation hours or other accrued leave.

Prepare the employee’s Record of Employment and any other documentation to be given to the employee upon exit.

Questionnaire

What is your reason for leaving?

What triggered your decision to leave?

What was the best part of being employed here?
What was something that you were dissatisfied with?

Under what conditions would you decide to stay with us?

Do you feel that your skills and capabilities would have been better used while working here?

Questionnaire

What are your thoughts on the supervision you received?

Were your satisfied with your salary?

What things can we change to prevent losing other employees?

Employer's Exit Tasks

The employer must:

- Ensure that the employee has filed records, documented status on current projects, and left sufficient instruction for those to whom projects were reassigned;
- Ensure that all company property is returned before exit;
- Notify others that the employee is leaving the company.

Employee's Exit Tasks

The employee must:

- Provide reasonable notice of his resignation;
- Return all company property prior to exit.

Exit Checklist

- [ ] Ensure that the employee has returned all company property, including items that permit access to the establishment (i.e.: keys);
- [ ] Communicate with security companies to have access codes changed if the employee had knowledge of them;
- [ ] Change safe combinations and others privileged access codes;
- [ ] Cancel the employee's digital usernames and password information to prohibit access to company computer systems.