

## **Hello Educators,**

This is a list of questions that you can give your employee while conducting an employee exit interview. **Please read and choose the questions that best fit your program's goals and objectives.** It is recommended that you keep the same questions for all exit interviews so you may use that information to track your own progress and see where there is room for improvement for your program.

### **Reasons for leaving**

1. Why have you decided to leave the company?
2. Did any specific events cause you to start looking for a new job?
3. Are there any other reasons for your departure that you'd like to add?
4. Did you share your concerns with your supervisor or anyone else prior to accepting your new position?
5. What ultimately led you to accept your new position?

### **Role-specific**

6. What aspects of your role here did you enjoy and value the most?
7. What aspects of your role here did you find the most challenging?
8. Did you feel your role here was well-defined with clear expectations? If not, what was missing?
9. Was your role here what you expected?
10. How would you describe the onboarding process?
11. How would you describe the work-life balance?
12. Did your salary reflect your duties and level of responsibility?

### **Manager-specific**

12. Can you describe your relationship with your manager?
13. Were you satisfied with the way you were managed?
14. Did you receive sufficient feedback on your performance?
15. What was your experience of the performance review process like?
16. Did you have clear goals and objectives?

### **Team-specific**

17. Can you describe your relationships with other members of your department?
18. Do you have any suggestions or advice to help your team/your department work more efficiently in the future?

### **Development-focused**

19. Did you feel that you were properly equipped to do your job well and fulfill your role and responsibilities?
20. Was there any training or other development opportunities that you felt were missing for you to be successful in your role?

### **Inclusion questions**

21. Did you feel comfortable contributing ideas or providing feedback? If not, why not?
22. Did you feel listened to as a valued member of the team?
23. How would you describe your relationship with your supervisor/colleagues in your role?

### **Organization-focused**

23. Do you have any feedback on our company procedures or policies? Were they clear and easy to follow, or were they confusing and inconsistent?
24. Do you have any suggestions to help us improve our workplace policies?
25. How would you describe the current company culture?
26. How would you describe employee morale right now?
27. Do you feel like the company lives by our core values?
28. During your time with us, did you experience any big changes that personally affected your role or your feelings towards the company as a whole?
29. How would you compare our salary and benefits package with that of your new company?
30. What could we have done to improve your experience at the organization?
31. Would you consider working here again in the future?
32. Would you recommend the company as a good place to work to a friend or relative?
33. Do you have any additional feedback you'd like to share that we haven't touched upon already?