

Exit Interview Meeting

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Exit interviews are an opportunity to get candid, honest feedback from departing teammates. Open the conversation with these starter questions.

- What made you look for another job?**

Summary:

Next Steps:

- Did you feel equipped to do your job well? What could we have done to make it easier for you to do your job?**

Summary:

Next Steps:

- Were clear goals, expectations and career progression opportunities presented to you?**

Summary:

Next Steps:

- What would you change about the company or your job?**

Summary:

Next Steps:

- Would you recommend [insert company name] as a good place to work to friends? Why or why not?**

Summary:

Next Steps:

- What advice would you give to senior leadership?**

Summary:

Next Steps:
