

List of Exit Interview Questions

Next, I'll offer a list of exit interview questions you can use to guide the conversation. Many of these questions are the same ones we use at Charlie for our offboarding process. The questions are sorted by category and come with an explanation of the purpose of the type of question.

General Experience

Get a general sense of what the employee's experience was like working with you. Understand what factors were most rewarding, and what led to their decision to leave.

- What aspects of your job did you find most satisfying?
- What were your primary reasons for leaving?
- Can you describe a typical day at work for you here?
- What improvements, if any, would you suggest for the workplace?

Role-Specific Feedback

These questions focus specifically on the employee's role within the company, and how well it aligned with their expectations. They also explore whether their day-to-day matched their job responsibilities.

- How well did the job match your initial expectations?
- Were there any unanticipated changes in your role that affected your decision to leave?
- How do you feel about the way your responsibilities were structured?

Learning & Development (L&D)

Did the employee feel like they had a future in their role, and have access to training and resources? These questions can help you learn about how you can support your career advancement.

- Did you feel supported in your professional development here?
- Were there sufficient opportunities for learning and growth in your role?
- How effective were the training and development resources provided to you?

Company Culture

Company culture is what separates a job people want to stay in, and a job in which people check out mentally until payday. Get the employee's perspective on aspects of company culture like inclusivity, respect, and work-life balance.

- Did you feel supported in your professional development here?
- Were there sufficient opportunities for learning and growth in your role?
- How effective were the training and development resources provided to you?

Decision to Leave

Why did the employee choose to leave? Was it to pursue other opportunities, or was it something specific that happened in the company? Knowing the factors that influenced their decision to leave could be beneficial in preventing further turnover.

- What prompted your decision to leave?
- Were there specific events or circumstances that influenced your decision?
- How do you feel about the way your departure was handled?
- What could we have done differently to keep you with us?

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