

Employee exit interview

(insert organisation / logo)

Your feedback on the working environment and conditions at < **Business name** > is valued and we invite you to share your views so that we may have the opportunity to improve.

Employee's details	
Name of employee:	Position:
Commencement date:	Date of last shift:
Date of interview:	Conducted by:
What things make this a good place to work?	
What things would you change to make this a better place to work?	
Please indicate your reason(s) for leaving:	
Further study <input type="checkbox"/>	Family commitments <input type="checkbox"/>
Planning to travel <input type="checkbox"/>	Seeking better benefits / conditions <input type="checkbox"/>
Dissatisfied / disillusioned with current role <input type="checkbox"/>	Conflict with others <input type="checkbox"/>
New career opportunity <input type="checkbox"/>	Other (specify below) <input type="checkbox"/>
Other:	
If you have accepted a new position – describe the areas that make the new job more attractive?	
How would you describe the working environment here?	
Supportive <input type="checkbox"/>	Professional <input type="checkbox"/>
Competitive <input type="checkbox"/>	Relaxed / informal <input type="checkbox"/>
Bureaucratic <input type="checkbox"/>	Friendly / welcoming <input type="checkbox"/>
Team-oriented <input type="checkbox"/>	Hardworking <input type="checkbox"/>
Conservative <input type="checkbox"/>	Haphazard <input type="checkbox"/>
Other:	

For more information on this topic, refer to **Chapter 4. Motivate, Manage and Reward Performance of Your Workforce – a guide for Northern Territory Employers.**

Please evaluate the following aspects of your employment:

Please tick only one box per row	Strongly disagree	Disagree	Agree	Strongly agree
The induction at the start of the job helped and was sufficient				
There were enough skilled staff to get the work done				
There was no bullying or harassment				
The equipment and tools to effectively perform the job were readily available				
The organisation is focussed on service to their customers and members				
The management team is effective in their roles				
I would recommend the business to others as a good place to work				
My talents and skills were valued and utilised during my employment				
Workplace health and safety is a key consideration for this workplace				
Employees are motivated and interested in providing excellent customer service				
The business provides skill development, challenges and opportunities				

What, if anything, do you wish you had known before you took the job?

What were the positive aspects of the job, your manager, the organisation that caused you to stay for as long as you did?

If changes could be made to build on your immediate manager's effectiveness, what recommendations would you make?

In your opinion, what were the top three barriers to productivity in your job or work area?

For more information on this topic, refer to **Chapter 4. Motivate, Manage and Reward Performance** of *Your Workforce – a guide for Northern Territory Employers*.

Were there areas where you believe training needs in your job were not met?

How would you rate the effectiveness of our communication between staff / work area?

Effective Average Poor/ineffective

What suggestions do you have to improve internal communications?

How satisfied were you with the remuneration offered?

Satisfied - commensurate to the responsibility of the job
Reasonably satisfied – other things compensated
Dissatisfied – felt under valued

Were there any other benefits you feel should have been considered?

Are there any other comments you would like to make (suggestions, concerns, opportunities, etc)?

Thank you for your feedback, we appreciate the opportunity to identify areas we can improve on.

For more information on this topic, refer to **Chapter 4. Motivate, Manage and Reward Performance** of *Your Workforce – a guide for Northern Territory Employers*.