

Exit Interview Survey

We are taking a proactive approach to improve the work environment. When completing this survey, please consider reflecting on the following areas:

Work Environment

Share your thoughts on the physical workspace, resources, and overall comfort.

Communication

Consider how well information flows within the organization and if there are areas for improvement.

Support and Resources

Evaluate the support you receive from administration and colleagues, as well as access to necessary resources.

Professional Development

Reflect on opportunities for growth and development that are available to staff.

Work-Life Balance

Think about how the organization supports a healthy balance between work responsibilities and personal life.

Culture

Assess the overall culture, including inclusivity, teamwork, and morale.

Your honest feedback can help shape a more positive and productive work environment. If you have specific suggestions or concerns, make sure to include those.

Exit Interview Survey

Reasons for Departure

1. What factors contributed to your decision to resign?
2. What if anything, might have been done to prevent you from leaving?

New Opportunity Insights (if applicable)

3. What makes your new job more attractive than your current role?
4. How did you learn about the job opening for your new employer?

5. What made the offer for your new position appealing?

Job Expectations and Training

6. Were the duties and responsibilities of your job explained accurately during the interview process?

7. Were your expectations at work clear?

8. Did you receive adequate training to perform your job? How would you assess the quality of that training?

9. What areas could be improved?

10. Were your expectations for the job met?

Workplace Environment

11. How would you describe our workplace environment to someone considering working here?

12. What improvements would you recommend to make the position you are exiting better, more interesting, or more challenging?

Supervision and Feedback

13. Were you and your supervisor able to work together effectively?

14. How frequently did you receive feedback from your supervisor?

15. What type of feedback did your supervisor provide?

16. Is there any way your supervisor could have supported you better?

Job Expectations and Training

17. What did you like most about working here?

18. What did you like the least about working here?

Overall Experience

19. How would you describe your overall experience working for this organization?

20. Would you consider returning to this organization if a position were available in the future?

21. Would you recommend a friend or family member to work here? Why or why not?

Conclusion

Thank you for your feedback. Your insights are valuable in helping us improve our workplace for current and future employees!

Feel free to modify any of these questions to better fit your organization's culture or specific goals for the exit interview!