FREE PACK · INSIGHTS

Exit interview question sheet

25 questions in nine groups, an opening checklist and space for notes – for a consistent, honest exit conversation.

Leaver	Last day	Interview date	Interviewer

Open with – tick as you cover it

- ☐ Thank them, and say why you ask: to learn, not to change their mind
- ☐ Who will see your notes, and that themes are reported without names
- ☐ They can skip any question

Question	Notes
Setting the scene	
How long were you thinking about leaving before you decided?	
What first prompted you to start looking?	
The decision	
Did you leave mainly because of the job, the organisation, both, or neither?	
What was the single biggest factor in your decision?	
Is your new role more senior, better paid, both or neither? (Fine not to say)	
The work itself	
How much did you enjoy the work, day to day?	
How well did the role use your skills?	
How much say did you have in how you did your work?	
Manager and team	
How would you describe your relationship with your manager?	
How often did you get feedback that helped you?	
How well did your team work together?	

Question	Notes
Growth and progression	
How much were you developing here?	
How fair did the route to promotion feel?	
Reward and workload	
How fair did your pay feel for what you did?	
How well was your work recognised?	
How manageable was your workload?	
Could you keep the balance you wanted between work and life outside it?	
The organisation	
How confident were you in the decisions senior leaders made?	
How well did the organisation keep its promises to staff?	
Did you feel treated with respect here, whatever your background?	
What would have changed it	
What one change would have made you stay?	
When, if at all, could your decision have been turned around?	
Looking ahead	
What did you enjoy most about working here?	
Would you recommend us as a place to work?	
Would you consider coming back in future?	

For each area: reason for leaving, contributing factor, strength, or not applicable?

Recording every area the same way is what lets you compare leavers across teams and over time.

Close

Summarise what you heard. Check you have it right. Thank them. If they would come back, take contact details.

Does any of this sound familiar?

The organisations we work with rarely come to us asking for a survey. They come with something that is costing them money, time or people. These are the ones we hear most often.

MAKING MONEY

"We hire well on paper and still get it wrong in the role."

Personality, leadership and competency assessment matched to the job, so interviews test what matters and offers go to people who will perform. (FindingPotential)

"Our best people leave and we only find out why afterwards."

Exit intelligence in the leaver's final weeks: what was avoidable, who would come back, and what to change first. (LastOpinion)

"Leaders get feedback once a year and nothing changes."

Forward-looking 360 feedback that lands as development rather than judgement, with the actions built in. (FeedForward)

SAVING MONEY

"Too many new starters are gone inside a year."

New-starter surveys at the points the first-year leak opens, so you act at three months instead of reading about it at exit. (OnBoarder)

"References take weeks and tell us nothing."

Automated referencing with questions that predict, most returned within 48 hours. (ReferenceExpert)

"We run an engagement survey and the results sit in a drawer."

Engagement reporting down to team level in plain English, with the three moves each team's own people chose. (WinningFormula)

SOLVING PROBLEMS

"The board wants evidence on culture, conduct and speaking up."

A confidential always-on channel and a harassment-prevention audit that give you the evidence before a regulator asks for it. (SafeSpace)

"We publish an inclusion statement and cannot show whether it is true."

Inclusion measured at every stage from hire to exit, so you can see where the experience differs and act on it. (ED&I)

"We have the data and cannot turn it into a decision."

Twenty years of UK benchmark data and analysts who turn results into a board paper, not a dashboard. (Workforce intelligence)

Who we are

great{with}talent is a UK workforce-intelligence consultancy, founded in 2003. We help organisations hire better, keep people longer, improve leadership, strengthen inclusion and reduce workplace risk, with a connected set of tools that turn employee data into clear, fast action across the whole employee lifecycle. Independent, GDPR-compliant and Cyber Essentials certified, hosted on Microsoft Azure.

Not on the list? It will not always be. If you are working on something you think we might be able to help with, drop us a note describing what you are trying to do and we will come back to you.

On the list or not, let's talk.

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