Exit Interview

This a one-on-one interview conducted after an employee resigns. In some situations, the interview can be completed upon receiving a resignation letter to determine if there is any possible resolution to the situation.

Do not conduct exit interviews for terminations.

Employee Name Date

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Why are you leaving?

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Was salary or benefits an issue?

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Did you enjoy your job?

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Was your job what you expected? If not, how did it differ?

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Do you feel that there was the possibility for advancement in your position?

If not, what do you feel prevented advancement?

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What was the greatest challenge you faced in your position?

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How did you find morale within the practice?

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Did you feel you were well informed regarding the practice’s policies and procedures?

If not, why?

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Is there anything we could have done differently that may have affected your decision?

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Interviewer Signature

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