

STAFF EXIT INTERVIEW FORM

The aim of the form is to gain feedback, regarding your experience as an employee. We will reflect on your feedback and look at how we can improve and build on creating a good working environment for staff.

Name	
Start date	
Job title	
Last date of employment	
Reasons for Leaving	
Why are you leaving this position? What led you to make this decision?	
About you role and personal development	
Do you feel the description of your job was accurate	
What was the most satisfying aspect of your role	
What was the least satisfying aspect of your role	

Did you feel you received appropriate support and supervision to enable you to do your job	
Did you receive sufficient training in your role	
Induction training - was anything unclear/missed out	
Are there any further training opportunities you think should be offered	
How did you find your working environment.	
What do you like most about working here	
What do you dislike most about working here	
What's next	

What are you going to do	
If employment, what sort of job and at what level	
About You We will write a fair reference for you and the following questions can help remind us about what you might like mentioned.	
What skills/ qualities/ strengths have you developed in your role	
What training courses/ specific events have you learnt from, and what skills did you gain from each	
Is there any other information that you would like us to record about you/your time	