

## **Exit Interview for Employees**

When an employee leaves an organization, an exit interview is a helpful tool to:

- Identify what the organization is doing well
- Pinpoint areas where you can strengthen the organization
- Confirm the skill sets, experience, and attributes needed for the job
- Capture useful knowledge, contacts, tips, etc. from the exiting employee
- Understand why the employee is leaving
- Say good-bye on good terms

In a large organization, an HR staff person would typically hold the exit interview. Otherwise, the supervisor of the exiting employee would conduct the interview. If the

**Job satisfaction**

- What was the most satisfying aspect of your job? What was least satisfying?
- What would you change about your job?
- What did you like most about the organization