

# Exit Interview Questions From AIHR

A practical question bank to help HR gather honest feedback from departing employees.

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## KEEP LEARNING WITH AIHR

AIHR's certificate programs give HR pros the practical playbooks behind templates like this one. Explore the preview lesson for free.

### FEATURED VIDEO LESSON

## Learn How To Run Better Exit Interviews With AIHR

Want to make exit interviews more useful? Preview a lesson from AIHR's **HR Generalist Certificate Program** in order to:

- Understand how to use offboarding feedback to improve HR processes and practices
- See what learning with AIHR looks like.



**PREVIEW LESSON**

# Exit Interview Questions Template

The right exit interview questions help organizations collect information about the employees’ experiences with the company and their reason/s for leaving. Implementing this feedback can improve the organization’s overall business decisions, policies, and workplace culture.

From a practical point of view, it’s good to keep in mind that:

- It’s best to have a neutral third party, like someone from the HR department, to hold the exit interview since employees may not always have a great relationship with their manager.
- Employees remember their first day on the job, but they also remember their last. The exit interview is, therefore, a big part of how leaving employees will remember you as an employer. That’s why you need to take all feedback seriously.

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## Exit interview questions about the employee’s decision to leave

1.     Why did you start looking for a different job?

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2.     What made you decide to leave?

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3.     Was there a specific moment, event, or change that influenced your decision to leave?

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4.     Did you discuss your concerns with anyone before deciding to leave?

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5.     What could the organization have done to encourage you to stay?

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6.     Would you ever consider working for us again?

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**Exit interview questions about the role and responsibilities**

7. Did the job live up to your expectations? If not, why?

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8. Did your responsibilities change since you were hired? If so, how?

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9. Which parts of your role did you enjoy the most?

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10. Which parts of the role did you enjoy the least?

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11. What skills or qualities should we look for in your replacement?

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12. What changes to your role would have made it more engaging or sustainable?

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**Exit interview questions about the manager and team**

13. How was your relationship with your manager?

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14. Did you feel supported by your manager in your role?

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15. How would you describe communication within your team?

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16. Did you feel your contributions were recognized by your manager or team?

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17. Were there any team dynamics that affected your experience at work?

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## Exit interview questions about compensation, benefits, and workload

18. How satisfied were you with your compensation and benefits?

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19. Did you feel your workload was manageable?

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20. What are Did your workload feel realistic for your role and responsibilities?

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21. If you were the CEO, what would you change to make this workplace thrive?

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22. Were you satisfied with the resources and support available to manage your workload?

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23. What changes to compensation, benefits, or workload would have improved your experience?

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## Exit interview questions about company culture

24. How would you describe our company culture?

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25. What part of our company culture did you value the most?

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26. What part of our company culture do you think needs to change or improve?

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27. Were there any aspects of the company culture that contributed to your decision to leave?

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28. Did you feel included and respected at work?

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29. If you could change one thing about our culture, what would it be?

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## **Exit interview questions about growth and career development**

30. Did you feel you had enough opportunities to grow within the organization?

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31. Were your career goals discussed regularly with your manager?

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32. Did you feel your skills and strengths were being used effectively?

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33. Were there any learning or development opportunities you wish you had received?

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34. Did you see a clear career path for yourself here?

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35. What could we have done to better support your career development?

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## **Exit interview questions about employee experience**

36. How would you describe your overall employee experience here?

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37. What did you enjoy most about working here?

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38. What could we have done to improve your experience as an employee?

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39. Would you recommend this company as a good place to work? Why or why not?

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## Final questions to ask in an exit interview

40. Is there anything else you would like to discuss before you leave?

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41. What advice would you give us on how to improve the offboarding process?

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## Related Resources

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FREE TEMPLATE



### Offboarding Employees: A 9-Step Process [Free Checklist]

Learn how to build a smooth and effective offboarding process for your employees, with a free checklist template.

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RESOURCE LIBRARY



### Template: HR Audit for People Processes

Get in control of your HR performance and processes, and make sure you're focusing on what matters most.

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### HR Generalist Certificate Program

The HR Generalist Certificate Program gives you the tools, knowledge, and templates you need to make a real impact.

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