**Exit Interview Template – XYZ Plumbing**

**Name:**

**Date:**

1. What caused you to look for or accept another job?

2. What ultimately led you to accept the new position?

3. Did you feel that you had the right tools,

4. How would you describe the culture of our company?

5. Can you provide more information, such as specific examples?

6. What were the reasons you joined xyz plumbing originally? What’s changed?

7. What did you like most about your job?

8. Were there any company policies, procedures or systems that were hard to understand or use?

9. What could have been done for you to remain employed here?

10. Did you share your concerns with anyone at the company prior to leaving?

11. If you could change anything about your job or the company (big or small), what would you change?

12. Management is often a key factor in an employees decision to leave. Were you satisfied with the way you were managed?

13. How can our company improve training and development programs?

14. Would you consider coming back to work here in the future? In what area or function? What would need to change?