

Exit Interview

Name	
Branch	
Job Role	
Manager	
Leave date	
Date	

Have would you rate the following aspects of working at the Company?	Very good	Good	Average	Poor	Very poor
Branch safety					
Work equipment					
IT systems					
Tea room / kitchen facilities					
First aid					
Security					

Did your manager?	Always	Often	Seldom	Never
Explain tasks properly and give adequate instructions?				
Give help/advice where required?				
Listen to suggestions?				
Give praise where due?				
Give feedback where due?				

How would you rate the following pay and benefits provided by the Company?	Very good	Good	Average	Poor	Very poor
Pay					
Pension					
Bonuses					
Holiday					
Sick pay					
Life insurance					
Staff Account					
Bike Scheme					
Lifeworks – perks and wellness					

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What did you like most about your job and why?

What did you like least about your job and why?

Do you have any suggestions as to how the job could be improved?

Did you feel valued in your role?

Did you feel that you had an acceptable workload or were you under- or overworked?

How would you describe the physical working conditions in your branch?

Do you have any suggestions as to how the working conditions could be improved?

How would you describe morale in your branch?

How would you describe your working relationships in your team?

Did you feel that you were kept well informed?

Do you have any suggestions as to how communication could be improved?

Do you feel that you received adequate training and coaching to perform your role?

What is your opinion of the development opportunities within the company?

How do you feel about your work-life balance while working for the company?

Would you recommend the company as an employer to others?

Why are you leaving?

Any other feedback you'd like to give: