



Exit interview best practices

- Be sure to offer your departing employee as many ways to participate in your exit interview as possible
- Come to your interview with an agenda of questions tailored to the data you're looking to capture For help with this, refer to LinkedIn's exit interview question list above.
- Listen and respond to what your departing employee says so you can reveal as many of their thoughts as possible on their role and your organization
- Establish a process early for sharing exit interview feedback and data
- Share exit interview feedback and data with the applicable stakeholders

Exit interview and survey questions

Refer to the questions below to make the most of your next exit interview or exit survey.

1. How would you assess the quality of your onboarding and job training?
2. Were your expectations for the role met?
3. What was your primary motivator for leaving [company]?
4. Do you feel your skills were used effectively during your time at [company]?
5. How easy was it to get the resources you needed to succeed in your role?
6. Do you feel properly compensated for your work at [company]?
7. How fairly were you treated by your supervisor and the entire management team at [company]?
8. What kind of feedback did you receive from your supervisor and peers, and how frequently did you receive it?
9. Do you feel your opinions and input were listened to and acted on throughout your time at [company]?



10. In a typical workweek, how often did you feel stressed at work?
11. How safe did you feel during the workday at [company]?
12. What would you like to see change and/or improve at [company] in the future?

Exit interview checklist

Use this checklist to get the results you're looking for while making the most of your and your departing employee's time.

- Have you offered your departing employee several options for attending your exit interview, including remotely?
- For employees who either can't attend or aren't interested in an exit interview, have you provided the option for them to take an exit survey?
- Have you prepared all your questions ahead of time?
- Does your question list give the employee the opportunity to offer ways they believe your company can change and improve going forward?
- Do your questions give the employee the opportunity to explain their reason for leaving your company?