Exit Interview Template

Use this template to plan and take notes for your next exit interview. We suggest choosing only 2-3 questions from each category (organization, team & manager, and role) for a one-hour interview. Be sure to read our [tips for conducting effective interviews](https://www.managementcenter.org/resources/exit-interviews/).

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| **Staff Member**: |  |  **Interviewer**: |  |  **Date**: |  |

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| **Overall** |
| *If the person being interviewed is leaving voluntarily (not coached out or fired):*Why are you choosing to leave? |  |
| **Organization** |
| From your perspective, what was the most positive aspect of working at [organization]? |  |
| What was the most challenging or negative aspect? |  |
| What would you recommend to help [organization] do our work more effectively? |  |
| Do you think [organization] is effectively acting on our organizational values and commitment to racial and social justice?  |  |
| Do you feel that we foster an environment where people with more marginalized identities can succeed and grow? Are there certain marginalized identities for which it seems the conditions for succeeding and growing are less likely to be or are not in place? |  |
| Would you choose to work here again? Why or why not?[If yes] In what capacity? |  |
| Would you recommend a friend to work here? |  |
| **Team & Manager** |
| What should I know about your team(s) that I don’t already? |  |
| What are your manager’s strengths? |  |
| What are your manager’s growth areas? What do you think they should do differently? |  |
| On a scale of 1-5, how likely are you to approach your manager with a concern? Why?1 = I never approach them with a concern5 = I always approach them with a concern |  |
| **The Role** |
| What do you wish you knew when you first started this role? |  |
| Any other lessons learned that you’d want to convey to the next person who may be filling a similar role? |  |
| What could we do to make this position work better? |  |
| What work are you proudest of from your time at [organization]? |  |
| **Other** |
| *If the person being interviewed is leaving voluntarily (not coached out or fired):*Is there anything we could have done to prolong your stay at [organization]? What would that have been? |  |
| Anything else you want us to know that I didn’t specifically ask? |  |