

Employee Exit Interview Checklist (HR)

Pre-Interview Preparation

Tasks to complete before the exit interview takes place.

Schedule Exit Interview Date

Confirm Exit Interview Time

Interview Location (In-Person/Virtual)

 In-Person Virtual

Interviewer Assigned

 HR Representative Manager Other

Interviewer Name

Prepare Interview Questions (Based on Role/Reason)

Write something...

Interview Introduction & Logistics

Setting the tone and confirming details at the start of the interview.

Employee Name

Write something...

Interview Date

Enter date...

Interview Time

Interviewer Name

Write something...

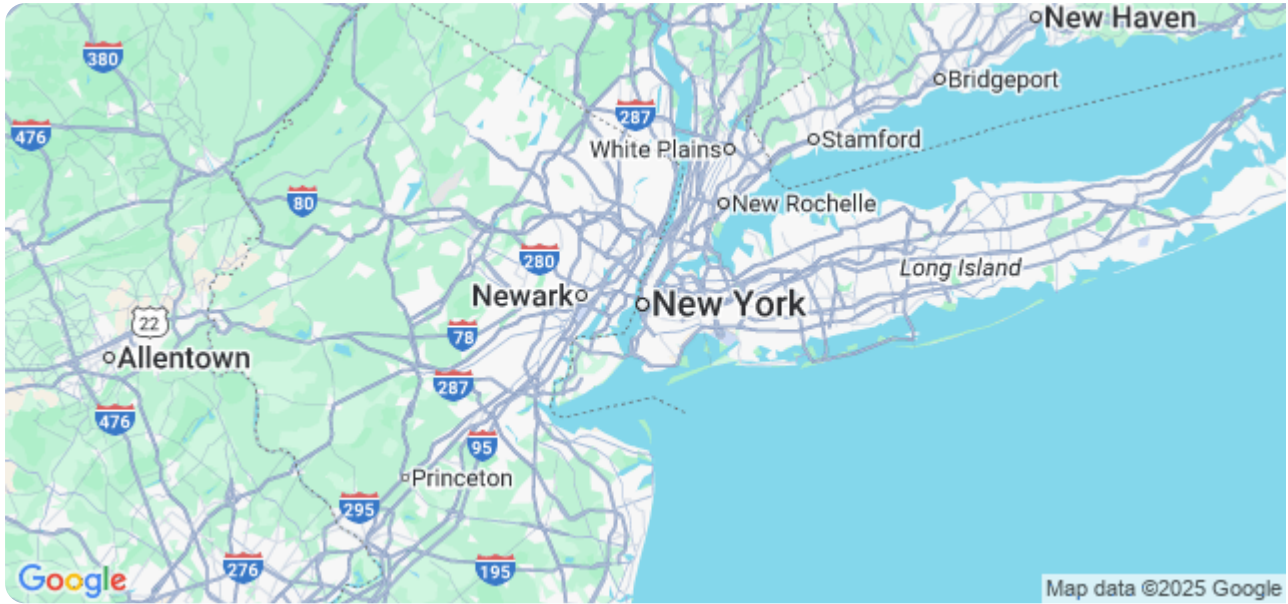
Interview Format (In-person/Virtual)

In-person

Virtual

Interview Location (if applicable)

[📍 Set My Current Location](#)



Briefly explain the purpose of the interview

Write something...

Reasons for Leaving

Exploring the employee's motivations and reasons for departure.

Please describe your primary reason(s) for leaving the company.

Write something...

Which of the following factors contributed to your decision?

- Career Advancement Opportunities
- Compensation/Benefits
- Work-Life Balance
- Management/Leadership
- Company Culture
- Job Responsibilities
- Location/Commute
- Relocation
- Other

On a scale of 1 to 10 (1 being not at all, 10 being extremely), how satisfied were you with your career growth opportunities at this company?

Enter a number...

Did you receive any external job offers?

- Yes
- No

If yes, can you briefly describe the new opportunity?

Write something...

Feedback on Company & Management

Gathering insights on company culture, leadership, and work environment.

What aspects of the company culture did you find most positive?

Write something...

What aspects of the company culture could be improved?

Write something...

How would you rate your direct manager's support and guidance?

- Excellent
- Good
- Average
- Poor
- Very Poor

Please provide specific examples of what your manager did well.

Write something...

Please provide specific examples of areas where your manager could improve.

Write something...

Did you feel your contributions were recognized and valued?

- Yes
- No
- Somewhat

If no, please explain why.

Write something...

Career Goals & Future Plans

Understanding the employee's aspirations and next steps.

Briefly describe your career goals.

Write something...

What industries or roles are you considering for your next position?

Write something...

How would you rate your overall job satisfaction?

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

On a scale of 1-10 (1 being not likely, 10 being very likely), how likely are you to recommend our company to others?

Enter a number...

Is there anything else you'd like to share regarding your future plans or career aspirations?

Write something...

Benefits & Final Pay

Reviewing outstanding benefits, final paycheck details, and paperwork.

Last Day of Employment

Enter date...

Accrued Vacation Time (Hours)

Enter a number...

Unused Sick Leave (Hours)

Enter a number...

COBRA Election Status

- Elected
- Declined
- Not Applicable

401k/Retirement Plan Status

- Rollover
- Leave with Employer
- Cash Out

Notes regarding final pay and benefits

Write something...

Expected Final Pay Date

Enter date...

Confidentiality & Agreements

Ensuring compliance with agreements and protecting confidential information.

Acknowledgement of Non-Disclosure Agreement (NDA)

- Acknowledged and Understood
- Not Signed

Return of Company Property

- All Property Returned
- Partial Return
- Not Returned

Copy of Signed Non-Compete Agreement (if applicable)

 Upload File

Any questions or clarifications regarding confidentiality agreements?

Write something...

Employee Signature acknowledging agreements

Date of Signature

Enter date...

Post-Interview Follow-Up

Actions to be taken after the interview is concluded.

Date of Interview

Enter date...

Summary of Key Findings

Write something...

Action Required?

Yes

No

Specific Actions/Recommendations (if applicable)

Write something...

Follow-up Assigned?

Yes

No

Assigned To (if follow-up)

Write something...

Follow-up Due Date

Enter date...