

EXIT SURVEY TEMPLATE

- What: An exit interview is a meeting that is conducted by human resources or a manager when an employee resigns from a position
- Purpose: Exit interviews are an important opportunity to gain valuable information about the experiences of employees. Employers can also learn important information about workplace culture related to anti-Black racism, discrimination, and oppression
- Why: Recruiting and training new employees is costly, exit interviews help employers know how to improve employee retention.
- How (in person, by email, online survey): Exit interviews often take place in person, however phone, video, email or online surveys are all effective ways to conduct the interview
- Sample Questions
 - What made you decide to leave the organization?
 - If you are starting a position elsewhere, What factors influenced your acceptance of this new role?
 - Were you supported enough in your role? Why or Why not?
 - What did you dislike about working here?
 - Did you feel comfortable and safe working here?
 - Did you know who to contact or speak to if you experienced discrimination, anti-Black racism etc.?
 - Would you ever consider coming back? Why or Why not?
 - Is there anything else you would like to share about your experience working here?