thrive at work

FREE TEMPLATE · RETENTION

Exit interview questions and form

Learn why people leave while there is still time to keep the next person: 30 questions by theme, a one-page form and a simple way to read results.

How to run an exit interview

1. Hold it between the resignation and the last week, not on the last day.
2. Ask someone outside the employee's reporting line, such as HR, to run it.
3. Explain that answers are used in summary, by theme, to improve things.
4. Use 8 to 12 of the questions below; leave time for the open ones.
5. Group reasons by theme every quarter and read them by team.

Reading the results

- Group main reasons into themes: manager, workload, growth, pay, role fit, personal.
- Count themes by team every quarter; look for teams where one theme repeats.
- Read exit themes next to engagement and capacity results for the same teams.
- Share the top three themes and the actions taken with leaders.

Question bank

Reasons for leaving

- What made you start looking for a new role?
- When did you first think about leaving?
- What does your new role offer that you did not have here?
- Was there one moment or decision that tipped it?
- What could we have done to keep you?

Manager and team

- How well did your manager support you?
- Did you get regular, useful feedback?
- How well did your team work together?
- Did you feel your contribution was recognized?
- Did you feel safe raising problems or disagreeing?

Workload, energy and recovery

- How sustainable was your workload over the last six months?
- How often did you finish the week with energy left?

- Could you switch off from work in the evenings and at weekends?
- Could you focus on your most important work?
- What drained your energy most?

Growth and role

- Did the job match what you were promised when you joined?
- Did you have the chance to learn and grow?
- Was there a clear path for your next step here?
- Did you have the tools and information to do your job well?
- Were your goals and priorities clear?

Pay, policies and conditions

- How did pay and benefits factor into your decision?
- How well did flexible or hybrid working arrangements work for you?
- Which policy or process made your work harder than it needed to be?
- How did you feel about the way changes were managed?
- Was there anything about working conditions we should know?

Looking back

- What did you enjoy most about working here?
- What should we stop doing?
- What should we start doing?
- Would you recommend us as an employer? Why or why not?
- Would you consider coming back in the future?

Exit interview form

Name (optional)	
Team / department	
Role	
Length of service	
Interview date	
Interviewer	

Rate each statement from 1 (strongly disagree) to 5 (strongly agree).

Statement	1	2	3	4	5
My manager supported me well.					
My workload was sustainable.					
I could recover between working days.					
I had the chance to grow.					
My pay was fair for the role.					
I would recommend this company as a place to work.					

Main reason for leaving	
What would have kept you	
One thing we should change	
Other comments	

> **About thrive at work.** thrive at work is an employee engagement platform that also measures capacity to perform. One anonymous survey shows which teams are thriving and which are running low, then turns results into action plans. thriveatwork.ai