# Exit Interview Form

**Exit Interview – Template**

**Introduction**

Discovering why an employee leaves is an essential part of Carlow College’s strategic planning process. The College is committed to continuously improving, learning and ensuring that we retain our talented workforce. Exit interviews are a valuable process as it is an opportunity to listen, hear and understand employees, giving them a voice to provide the College a unique perspective on its overall performance and employee satisfaction. While optional, Carlow College appreciates employee input into this process as it enables us to identify reasons for an employee’s departure. It can be possible then to retain staff by improving the terms of their contract or their working conditions and the overall culture within the business. Also by Human Resources holding an exit interview when an employee leaves, trends and themes may emerge which can help the College to learn lessons and put in place measures to minimise losing valued employees in the future. In addition, exit interviews are an excellent method of uncovering and potentially resolving any unspoken [grievances](https://www.peninsulagrouplimited.com/ie/az-guides/grievance/) of the leaving employee, which may have resulted in employment litigation in the future. Your replies are confidential to the HR Office and will be reported on anonymously. In the event that a problematic issue which requires follow up is identified during your exit interview, the use of any identifying information will be discussed with you by the HR Office.

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| --- | --- |
| **Employee Name (Optional):** | **Position (Optional):** |
| **Date of interview:** | **HR Contact:** |

**Section 1: What are the reasons for leaving?**

*Select one or more:*

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| --- | --- | --- | --- | --- | --- |
|  | Higher pay |  | Better benefits |  | Better career opportunity |
|  |  |  |  |  |  |
|  | Improved work life balance |  | Career change/development |  | Closer to home |
|  |  |  |  |  |  |
|  | Disagreement / Conflict |  | Other |  | Family and/or personal reasons |
|  |  |  |  |  |  |
|  | Company instability | |  |  |  | | --- | --- | --- | |  |  |  | | Retirement |  |  |
|  |  |

**Comments:**

**Section 2: The Job itself**

*Please rank the following*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | | **Neutral** | | |
|  |  | | |  | | |  | | |  | | |  | | |
| Job was challenging |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| There were sufficient opportunities for advancement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| Workload was manageable |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| Sufficient resources and staff were available |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| Your colleagues listened and appreciated your suggestions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| Your skills were effectively used |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| You had access to adequate training and development programs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | | |

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| **Comments: What do you think can be improved about the job?** |

**Section 3: Remuneration & Benefits**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | | **Neutral** | | | | | |
|  |  | | |  | | |  | | |  | | |  | | | | | |
| The salary was adequate in relation to responsibilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
|  |  |  |  |  | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | |
| Wages were paid on time |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | |
| Other benefits were good |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | |
| Work-life balance was promoted and practiced |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | |

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| **Comments: What improvements, other benefits could the company offer?** |

**Section 4: The College**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | | | **Neutral** | | | |
|  |  | | |  | | |  | | |  | | | |  | | | |
| Did you enjoy working with the College? |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  |  |  | | | | | | | | | |  |  | | | |
| When you started, did the induction help and was it accurate? |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| Was a good and positive environment to work in? |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| Had adequate equipment to do the work |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| Got on well with other staff within the company |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| There were sufficient staff to cover the work |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| The company was efficient in its dealings |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| Internal and available communication worked well |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| There was no bullying or harassment |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| There are adequate parking facilities |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| The business did not discriminate against any employee |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
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| **Comments: What do you think can be improved about the Department and Company?** |

**Section 5: General Comments and Feedback**

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| **Comments and Feedback** |

*Thank you for completing this information.*