**Employee exit feedback**

**FORM**

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# Employee exit feedback

We’re committed to improve the way we operate and how we engage with our employees.

Please provide your honest feedback by completing and returning this exit interview form. Your feedback will remain confidential and may help to improve the experiences of other employees in the business.

## Employee details

|  |  |
| --- | --- |
| Name: |  |
| Length of service: |  |
| Position: |  |
| Manager’s name: |  |

## Main reason for leaving

[ ]  Moving to another employer

[ ]  Home/family needs

[ ]  Health

[ ]  Relocation

[ ]  Retirement

[ ]  Redundancy

[ ]  Travel difficulties

[ ]  Study [ ]  Dissatisfaction with:

[ ]  remuneration

[ ]  working conditions or environment

[ ]  type of work

[ ]  Interpersonal challenges with:

[ ]  supervisor/manager

[ ]  colleagues

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## If you’re moving to another employer…

|  |  |
| --- | --- |
| What is the name of the new employer?  |  |
| What position will you be working in?  |  |
| Is the remuneration or conditions more attractive? Please provide details.  |  |
| Is this a career development move for you? If so, why do you feel you weren’t able to advance your career within the business?  |  |

## Feedback on your role

|  |  |
| --- | --- |
| What aspects of your role did you enjoy the most, and why?  |  |
| What aspects of your role did you enjoy the least, and why?  |  |
| What experience, knowledge and personal qualities do you consider essential for the role?   |  |
| Was the role accurately represented to you when you were hired?  |  |
| What changes would you make to the role to make it more satisfying?  |  |

## Induction, training and development

|  |  |
| --- | --- |
| Do you think the induction and training you received was sufficient? Why or why not?  |  |
| What improvements can we make to the induction or training?  |  |
| What skills and experience have you gained during your time here?  |  |

## Internal processes

Please use the scale to rate how do you feel about the aspects of your role listed below.

1 = Very dissatisfied

2 = Dissatisfied

3 = Neutral

4 = Satisfied

5 = Very satisfied

|  |  |
| --- | --- |
| Opportunity to use your abilities in your position  |  |
| Recognition of your achievements and contributions  |  |
| Your manager’s leadership  |  |
| ​​Communication  |  |
| ​Technology, tools and equipment provided  |  |
| ​​The culture |  |

## Working environment

|  |  |
| --- | --- |
| Are there any work health and safety issues you think should be addressed?   |  |
| What do you think are the most positive aspects of the working environment?  |  |
| What are some aspects of the working environment that can be improved?  |  |
| How would you describe the guidance and support you received from your manager?  |  |
| How would you describe your working relationship with your manager and team members?   |  |
| Would you return in the future? Why or why not?  |  |
| Would you refer someone to work here? Why or why not?  |  |

## General feedback

|  |  |
| --- | --- |
| Are there any other comments you would like to make about your experience or your departure?  |  |
| Would you be prepared to discuss the feedback in this exit interview on a confidential basis?  |  |

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |