# Exit Interview

This procedure outlines the steps to conduct an effective exit interview with departing employees in order to gather feedback, discuss logistics, and end the employment relationship on a positive note.

### Step 1: Schedule Interview

Arrange the exit interview for a date close to, but not on, the employee's last working day to allow for potential follow-up.

### Step 2: Review History

Before the interview, review the departing employee's work history, including achievements, accolades, and any previous feedback from managers.

### Step 3: Prepare Questions

Download the standardized set of questions from the company's share drive to ensure consistency in the interviews.

### Step 4: Select Interviewer

Choose an HR representative who is not directly involved in the employee's daily tasks to conduct an unbiased interview.

### Step 5: Ensure Privacy

Conduct the exit interview in a private office or conference room to make the departing employee feel comfortable discussing their thoughts.

### Step 6: Ask Openly

Use open-ended questions from the standardized list to elicit candid thoughts and feelings about the company and areas for improvement. Feel free to ask follow-up or clarifying questions as well.

### Step 7: Listen and Note

Practice active listening and take detailed notes during the interview to accurately capture the employee's feedback.

### Step 8: Discuss Logistics

Go over logistical details such as the return of company property, final paycheck, benefits termination date, and remind them of any post-employment obligations like NDAs.

### Step 9: Express Gratitude

Thank the departing employee for their contributions, addressing any last-minute concerns, aiming to conclude the employment relationship amicably.

### Step 10: Share Feedback

Document the interview feedback and share it with the relevant team to discuss and learn from it, identifying any patterns among recently departed employees.

### Step 11: Allow Follow-up

Leave an extra day after the interview for any additional follow-up that may be necessary, anticipating that the employee’s final workday might end early.

## General Notes

### Standard Questions

Ensure that the set of standard questions is updated and accessible on the company's share drive.

### Feedback Analysis

Regularly analyze exit interview feedback to identify systemic issues or trends that the company can address to improve the work environment.

### Documentation

Keep detailed records of each exit interview to support the decision-making process and HR policies.