



Examples of Interview Questions – KI’s leadership

Exit interviews can provide valuable insight into the reasons why employees are leaving an organisation. When conducting exit interviews with office staff, it is important to ask questions that allow them to provide honest and constructive feedback.

It is essential to listen actively and without judgment when conducting an exit interview. Staff should feel comfortable sharing their honest feedback and suggestions for improvement. We ask that you clarify who you will share this information with, if anyone at all. Remember to thank the employee for their time and feedback, and use the information gathered to make positive changes within your team and/ or the organisation.

Below you will find some examples of exit interview questions to ask staff.

Reflecting on your role and employment

Q. What was a positive aspect of your role while at KI?

Write your comments here

Q. What was a negative aspect of your role while at KI?

Write your comments here

Q. What advice would you have benefitted from when you first started your role?

Write your comments here

Q. What should KI think about before recruiting your successor (profile, onboarding, support)

Write your comments here

Q. What prior knowledge and experience do you think has had the greatest impact on you in your role?

Write your comments here

Q. What should KI think about when welcoming your successor? (e.g., onboarding, support)

Write your comments here

Q. How would you best describe your collaboration with internal- and external parties?

Write your comments here

Q. What have you have wanted to improve or further develop in your role?

Write your comments here

Q. Why did you decide to leave your role? What could the organisation have done differently to keep you as an employee?

Write your comments here

Reflecting on KI as a whole

Q. Would you recommend KI as an employer?

Write your comments here

Q. Was there anything about the organisations culture that you found particularly challenging?

Write your comments here

Q. Were there any policies or practices at KI which you feel should be changed or otherwise improved?

Write your comments here

Reflecting on employee welfare

Q. What advice would you give to improve the working conditions and employee satisfaction?

Write your comments here

Q. Do you feel that managers and leaders have adequate training and support?

Write your comments here

Other questions or comments

Q. Is there anything else you would like to add?

Write here

** Please note there are more exit interview templates available on the website*