



## **Examples of Interview Questions – Staff with managerial and leadership roles**

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 time as a manager**

Q. What do you feel worked well, and subsequently less well during your time as a manager?

Q. Which prerequisites do you feel had the biggest impact on your career and management of your team?

Q. Did you feel that you had the tools and resources needed to perform your job effectively?

Q. Do you feel that you as a leader had adequate training and support?

Q. How did you experience the work-life balance in your role?

### **Reflecting on your relationship with your manager and team**

Q. Did you feel that your contributions were recognised and valued by your colleagues and managers?

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

[Empty text box for response]

Q. How was your experience collaborating with your manager? How could it be improved?

[Empty text box for response]

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

[Empty text box for response]

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

[Empty text box for response]

**Reflecting on KI as a whole**

Q. Were there any policies or practices that you found particularly frustrating or difficult to work with at KI?

[Empty text box for response]

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

[Empty text box for response]

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

[Empty text box for response]

**Other questions or comments**

[Empty text box for response]