



## **Examples of Interview Questions – Staff without managerial responsibilities**

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 an employee**

Q. What do you feel worked well, and subsequently less well during your time at KI?

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

Q. Do you feel that you 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? Is there anything your manager could have done differently to keep you as an employee?

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

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

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

**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?

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

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

**Closing question**

Q. Is there anything additional you would like to add which was not mentioned in today's conversation?