



## **Examples of Interview Questions – additional questions**

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.

There are two separate documents which outline examples of questions for those with and without managerial responsibilities. Below you will find some additional examples of exit interview questions to ask staff.

### **New role or employer**

Q. Do you feel that your role at KI has prepared you for your next career move?

Q. Would you recommend your department as an employer to a friend or acquaintance?

Q. What is the main reason for your departure?

Q. Why did you feel this was the right time for you to resign?

### **Work tasks and opportunities for development**

Q. What have you enjoyed most/ least about your work tasks?

Q. Do you feel that you were given adequate opportunity for development?

Q. Do you feel that you were given the opportunity to engage in all your skills and use your experience to the full in the scope of your role?



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**Colleagues and work environment**

Q. In your most recent role at KI, how did you find working with your colleagues?

Q. How would you have liked to change things in your work environment while at KI?

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Q. Do you see yourself coming back to KI in the future? Even if in a different capacity?

Q. Would you recommend KI as an employer to a prospective candidate or acquaintance?