



## Exit interview template: Termination of probationary period

### All probationary hired employees

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.

### Introduction to KI

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?

### Recruitment, tasks and responsibilities

Q. Did you get a clear understanding of your tasks and responsibilities during your onboarding?

Q. What should KI have considered when recruiting your position (profile requirements, clarity of job spec)?

Q. What should KI consider when welcoming your successor? (for example onboarding, support)

Q. What other tools, support and resources do you think you would have needed to be successful in your role?

**Relationship with your Manager, team, and work environment**

Q. How would you describe your introduction with your manager? How could it have been improved?

Q. Have you had the opportunity to meet and work with your colleagues?

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

Q. Is there anything about the organisational culture that you found particularly challenging as a new employee?

Q. Is there anything we could have done differently to improve your onboarding experience?

**Other questions or comments**

Q. Is there anything else you would like to add that wasn't mentioned during today's conversation?

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