

# Exit

# Interviews



## WHY EXIT INTERVIEWS

These are often overlooked but provide a lot of valuable information about whether your onboarding, integration and retention efforts work

## FORMATS

- In-person (or video call)
  - Pro: Can ask follow up questions and/or for more details
  - Con: Can be intimidating for the employee
- Questionnaires
  - Pro: May receive more honest answers
  - Con: May receive answers that are not clear
- Mix of both!

## TIMING

Ideally after the employee has finished, or as close to the end as possible

## FOLLOW THROUGH

- Be transparent about how you will use the information and ensure accountability

## Remember:

- Exit interviews are voluntary
- Identifying information is to be kept confidential
- Remind employees their information will not impact future references