

Exit Interviews *Overview Checklist*

Exit interviews, when done correctly, can provide the organization with valuable feedback and potentially highlight issues occurring that could lead to additional employee departures. One of the key factors to conducting a successful exit interview is to provide a safe environment for the departing employee where they feel they can be honest and open with the information they provide.

There are several key areas that you will want to develop questions in order to get the most relevant information; here are three examples:

- Job History**
 - Why did you start working for us, did we meet your expectations, have your perceptions of the company changed over your time here?

- Reason for Leaving**
 - Main reasons for leaving, other factors, suggestions on how we could improve, could we have done anything to prevent you from leaving?

- Future Plans**
 - Where are you going, what is your new role, why did you start looking for something else?

In addition to the above examples there are many other areas that should be touched on during the exit interview. For more information or to see how JUNA can help, please [contact us!](#)

