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| **Exit Interview Template** | |
| Employee Name: Click or tap here to enter text. | Title: Click or tap here to enter text. |
| Reporting to: Click or tap here to enter text. | Title: Click or tap here to enter text. |
| Interview Date: Click or tap here to enter text. | Exit Date: Click or tap here to enter text. |
| Length of Service: Click or tap here to enter text. |  |
| Why are you leaving your current role? | |
| Compensation  Better role  Conflict with colleague  Travel requirements  Distance travelled to work  Lack of opportunity  Lack of promotional opportunities | Culture  Lack of training  To return to study  Moving interstate/overseas  Headhunted  Other, please specify? |
| **What did you like the most about your job?** | |
| Click or tap here to enter text. | |
| **What did you dislike the most about your job?** | |
| Click or tap here to enter text. | |
| **How would you describe your relationship with your manager?** | |
| Click or tap here to enter text. | |
| **What key skills should we be looking for in your replacement?** | |
| Click or tap here to enter text. | |
| **(Add custom question here)** | |
| Click or tap here to enter text. | |