# Script for conducting an exit interview

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| **Name** |  |
| **Job role** |  |
| **Name of individual** |  |
| **Start date** |  |
| **End date** |  |
|  |  |
| **Information to cover during exit interview** | **Covered****(X)** |
| Thank the individual for attending the interview |  |
| Explain the purpose of the exit interview |  |
| Explain that all information will be treated as confidential |  |
| Explain how information received will be used |  |
| Explain that the exit interview questionnaire will be used and additional notes will be taken |  |
| Follow the exit interview questionnaire |  |
| Ask follow up questions |  |
| Ask for clarification on any points that are not easily understood |  |
| Ask if there is any other information the individual feels it would be prudent for the Company to know |  |
| Ensure any complaints or grievances are noted  |  |
| Ask the employee whether they give their consent to the Company providing employment references in the future and ensure any consent given is recorded |  |
| Thank the individual for their time and their cooperation |  |
| Explain the importance of carrying out exit interviews |  |
| Explain the next steps that will be taken |  |
| Explain that any complaints or grievances raised will be dealt with under the Company’s formal procedure |  |