# 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 | |  | |