

# Exit Interview Checklist for Small Business Owners

An **exit interview checklist** for small business owners ensures a smooth transition when employees leave by covering key topics such as feedback, final payments, and return of company property. This checklist helps identify areas for improvement and maintain positive relationships. Implementing it can enhance your business operations and reduce turnover impacts.

## Exit Interview Checklist

- 1. Schedule Exit Interview**
  - Arrange a meeting with the departing employee.
  - Inform relevant management and HR staff.
- 2. Collect Feedback**
  - Ask reasons for leaving.
  - Request suggestions for business improvement.
  - Discuss experience working at your business.
- 3. Review Final Payments**
  - Calculate outstanding wages, bonuses, and unused leave.
  - Explain when and how payment will be made.
- 4. Return of Company Property**
  - Laptops, mobile devices, keys, ID badges.
  - Any other business assets or documents.
- 5. Update Records & Revoke Access**
  - Remove access to systems and accounts.
  - Update contact lists and company files.
- 6. Provide Information**
  - Discuss benefits continuation or COBRA (if applicable).
  - Explain procedure for references and employment verification.
- 7. Maintain Positive Relationship**
  - Thank the employee for their contributions.
  - Provide opportunity for future collaboration, if desired.

## Tips for Effective Exit Interviews

- Keep the conversation confidential and professional.
- Use a standard set of questions for consistency.
- Document responses to identify trends and improvement areas.
- Follow up on actionable feedback to show you value input.