

Step-by-Step Employee Exit Interview Checklist Template

This **employee exit interview checklist template** provides a structured, step-by-step guide to ensure all critical topics are covered during the departure process. It helps gather valuable feedback, facilitate smooth transitions, and maintain positive relationships with departing staff. Using this template streamlines the exit process, enhancing overall organizational efficiency.

Note: Use this checklist for each departing employee to ensure completion of all necessary steps.

1. Prepare for the Exit Interview

- Review the employee's file and performance records.
- Schedule the exit interview at a mutually convenient time.
- Prepare exit interview questions and documentation.
- Communicate with relevant departments (HR, IT, Payroll, Supervisors).

2. Conduct the Exit Interview

- Thank the employee for their service and contributions.
- Explain the purpose and confidentiality of the exit interview.
- Ask standardized exit interview questions, such as:
 - What prompted your decision to leave?
 - What did you enjoy most/least about your role?
 - Were there resources, benefits, or support you needed but didn't receive?
 - Do you have suggestions for improving the workplace?
 - Would you consider returning in the future?
- Listen actively and document responses.
- Remind the employee of any remaining administrative tasks.

3. Collect Company Property and Complete Documentation

- Retrieve all company assets (keys, ID badges, laptops, devices, etc.).
- Ensure access to company systems and accounts are deactivated.
- Have the employee complete and sign exit forms as required.
- Update employee records and process final payroll/benefits paperwork.

4. Communicate Departure Internally

- Notify team members and relevant departments.
- Transfer responsibilities or knowledge where necessary.
- Announce the departure appropriately, respecting employee privacy.

5. Follow-Up

- Compile and analyze exit interview data for organizational improvements.
- Reach out to the departing employee for any final questions or feedback.
- Send a farewell message or appreciation note, if appropriate.