



GrowthWise

SEARCH PARTNERS

Recruitment that Raises the Bar.



DO's & DONT'S

DONT

- ✗ Email a Questionnaire.
- ✗ Have a panel discussion (feels intimidating).
- ✗ Take it personally or react to what you hear.

DO

- ✓ Conduct the exit interview in person, zoom or phone call.
- ✓ Listen to inflection points and ask follow up questions.
- ✓ Have a neutral 3rd party (HR, outside consultant, removed manager) conduct the exit interview.
- ✓ Conduct the exit interview on the employees last day.
- ✓ Use the information to make improvements.
The insights are only as valuable as what you do with them.

YOUR QUESTIONS CHECKLIST

- What is the reason for why you are making an exit?
- What would have needed to change in order to change the outcome of this situation?
- Where are you going to work?
 - What does that opportunity offer that we were not able to?
- What would you change if you could do it all over again?
- Do you feel like you received adequate feedback knew where you stood with your performance?
 - What could we have done better?
- If there was one improvement we could make around here, what would you suggest?
- Would you recommend your friends to work here? (Why / why not?)
- What can I do to support you with your next step?