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| Exit Interview Template | | | |
| **Guidance** | | | |
| Please send completed exit interview templates to your local School HR/Department team.  **At the beginning of the interview:** Let the employee know that you will be sending this template to your local School HR/Department team (unless the employee requests otherwise). Your local School HR/Department team will review the information provided and bring any concerning information to the attention of the Director of Professional Services (or equivalent). Make sure that the employee is aware and agrees to this before you proceed with the interview.  If you require this document in an alternative format please contact HR at [**humanresources@ed.ac.uk**](mailto:humanresources@ed.ac.uk) or call 0131 650 8127. | | | |
| **Employee’s details** | | | |
| Name: |  | Job title: |  |
| School/Department: |  | Length of service: |  |
| Date of exit interview: |  | Exit interviewer: |  |
| **Reason for leaving** | | | |
| 1. What are your main reasons for leaving? | | | |
| 1. Is there anything that would have made you reconsider leaving? | | | |
| **Role** | | | |
| 1. Do you have any suggestions as to how the job you are leaving could be improved? | | | |
| 1. Did you feel that you had a manageable workload? | | | |
| **Relationships with line manager/supervisor and colleagues** | | | |
| 1. How would you describe your working relationship with your line manager and colleagues? | | | |
| **Pay and benefits** | | | |
| 1. Do you feel that your pay and benefits (e.g. pension, annual leave entitlement) were fair for your role? | | | |
| **Communication** | | | |
| 1. How did you feel about the level and quality of communication within your team/department/school? | | | |
| **Learning and development** | | | |
| 1. Do you feel that you received adequate learning/coaching to perform your role? | | | |
| 1. Do you feel that you had access to appropriate development? | | | |
| **Work-life balance** | | | |
| 1. Do you have any suggestions as to how work-life balance could be improved? | | | |
| **Opportunity to discuss any other issues** | | | |
| 1. Are there any other comments or issues you would like to share about your experience of working here? | | | |
| **Interviewer's comments and suggested further action** | | | |
|  | | | |
| Interviewer's signature: | | Date: | |