

A Sample Exit Interview

Contributed by the AIA Human Resources Staff

November 2006

The AIA collects and disseminates Best Practices as a service to AIA members without endorsement or recommendation. Appropriate use of the information provided is the responsibility of the reader.

SUMMARY

A successful exit interview is beneficial for both the employee and the employer. A well-written, well-executed exit interview will offer closure for the employee and clarify departure procedures. It also offers clarification for the employer. In-house staffing issues often can go undetected, and the exit interview is one way to better understand staff turnover.

The following pages offer sample text for exit-interview documentation, a request for business materials and a questionnaire.

RESOURCES

More Best Practices

The following AIA Best Practices provide additional information related to this topic

- 07.07.01 It's Pruning Time: The Benefits of Downsizing
- 07.07.04 Giving Personal References
- 07.02.01 Sample Interview Questions

For More Information on This Topic

See also "Termination, Layoff, and Performance Issues," by Laurie Dreyer-Hadley; Kathleen C. Maurel, Assoc. AIA; and Jennifer L. Taylor, *The Architect's Handbook of Professional Practice*, 13th edition, Chapter 9, page 251.



See also the 14th edition of the *Handbook*, which can be ordered from the AIA Bookstore by calling 800-242-3837 (option 4) or by email at bookstore@aia.org.



Feedback

The AIA welcomes member feedback on Best Practice articles. To provide feedback on this article, please contact: bestpractices@aia.org

Keywords

- Practice
- Personnel Management
- Employment
- Termination

TERMINATION STATEMENT

Except as may have been specifically authorized by Company X, I have returned to Company X all information and documents belonging to Company X that were in my possession, including those that were prepared by me, or that were made available to me, as a result of my employment by Company X. I have not retained any copies, reproductions or excerpts of such materials. I have also returned all Company X items that have been in my possession during my employment.

Employee signature Date

EMPLOYEE EXIT INTERVIEW QUESTIONNAIRE

1. When you started to work, was your job what you expected it to be? If no, please explain.
2. Please make any constructive suggestions concerning actions that should be taken to improve the work environment at this company.
3. What did you like most about working at this company?
4. What did you like least about working at this company?
5. Please comment on your employment with this company:

Check one <input checked="" type="checkbox"/>	Excellent	Good	Fair	Poor
Job duties/workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree of supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies and Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advancement opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition/satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Appraisals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work unit morale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. General comments:

Interview conducted: (circle one) by phone or face-to-face

Employee signature Date

Exit interviewer Date