**Exit Survey for [ORGANIZATION NAME] Employees**

Thank you for taking the time to provide feedback about your experience working with [ORGANIZATION NAME]. Your input is valuable to us and will help us improve our workplace environment for current and future employees. Please take a few moments to complete this survey.

For any of the open-ended questions, if you would prefer to discuss the answers to those questions in an exit interview rather than in the survey, please contact [HR/GENERAL MANAGEMENT CONTACT].

**Employee Information**

Full Name:

Position:

Last Day of Employment:

Please select the employment status that best describes your employment relationship with [ORGANIZATION NAME]: (Select one)

* Full-Time, year round
* Part-Time, year round
* Full-Time, seasonal
* Part-Time, seasonal

Department (Select one)

* [Fill in categories as appropriate for your organization]

**Reasons for Leaving**

What is the **primary** reason for leaving [ORGANIZATION NAME]? (Select one)

* Better job opportunity
* Better salary and/or benefits
* Relocation
* Career change
* End of seasonal/short term contract
* Dissatisfaction with job role
* Dissatisfaction with company culture
* Dissatisfaction with manager
* Lack of advancement opportunities
* Work-life balance issues
* Personal reasons
* Other (please specify): \_\_\_\_\_\_\_\_\_\_\_

What are **other contributing reasons** for leaving [ORGANIZATION NAME]? (Select all that apply)

* Better job opportunity
* Better salary and/or benefits
* Relocation
* Career change
* End of seasonal/short term contract
* Dissatisfaction with job role
* Dissatisfaction with company culture
* Dissatisfaction with manager
* Lack of advancement opportunities
* Work-life balance issues
* Personal reasons
* Other (please specify): \_\_\_\_\_\_\_\_\_\_\_

Please provide additional comments or details about your reason for leaving: (write in)

**Job Satisfaction**

How satisfied were you with your overall experience working at [ORGANIZATION NAME]? (Scale: 1-5)

* 1 = Very Dissatisfied
* 2 = Dissatisfied
* 3 = Neutral
* 4 = Satisfied
* 5 = Very Satisfied

What aspects of your job did you enjoy the most? (write in)

What aspects of your job did you find the most challenging? (write in)

How has your job changed since you were hired? (write in)

**Company Culture**

How would you describe the company culture at the [ORGANIZATION NAME]? (Select one)

* [add other options you feel could potentially describe your company]
* Open and collaborative
* Hierarchical and structured
* Innovative and dynamic
* Fun and engaging
* Challenging and complex
* Toxic and unhealthy
* Other (please specify): \_\_\_\_\_\_\_\_\_\_\_

Did you feel valued and appreciated by your colleagues and supervisors? (Select one)

* Yes
* No
* Somewhat

How would you rate the quality of your direct manager/supervisor? (Scale: 1-5)

* 1 = Poor
* 2 = Fair
* 3 = Average
* 4 = Good
* 5 = Excellent

How would you characterize transparency in decision making and internal communications? (Scale: 1-5)

* 1 = The organization lacks transparency in decision making and internal communications, leading to confusion and mistrust among employees.
* 2 = Transparency in decision making and internal communications is generally lacking, causing some uncertainty and frustration among employees.
* 3 = The organization's transparency in decision making and internal communications is neither particularly good nor bad, with room for improvement.
* 4 = Transparency in decision making and internal communications is generally satisfactory, fostering a sense of trust and understanding among employees.
* 5 = The organization excels in transparency in decision making and internal communications, creating a culture of openness and trust among employees.

Please provide any suggestions for improving the company culture: (write in)

**Work Environment**

Were you provided with the necessary resources and support to perform your job effectively? (select one)

* Yes
* No
* Sometimes

How would you rate the work-life balance at [ORGANIZATION NAME]? (Scale: 1-5)

* 1 = Poor
* 2 = Fair
* 3 = Average
* 4 = Good
* 5 = Excellent

Please share any additional comments or suggestions regarding the work environment: (write in)

**Overall Feedback**

What could [ORGANIZATION NAME] have done differently to retain you as an employee? (Select top 3 or all that apply, depending on options available in your survey platform)

* Offered a higher salary or better benefits package.
* Provided more opportunities for career advancement and professional development.
* Improved work-life balance initiatives and flexibility.
* Provided more opportunities for remote work.
* Enhanced recognition and appreciation for contributions.
* Implemented changes to address concerns about company culture or workplace environment.
* Offered more opportunities for skill-building and training.
* Provided better support from management or leadership.
* Offered a promotion or change in job role/responsibilities.
* Improved communication channels and transparency within the organization.
* Addressed specific issues or concerns raised by the employee.
* Implemented flexible scheduling options to accommodate personal needs.
* Provided better resources and tools to perform the job effectively.
* Offered additional perks or incentives to enhance employee satisfaction.
* Strengthened the company's commitment to diversity, equity, and inclusion initiatives.
* Other (please specify): \_\_\_\_\_\_\_\_\_\_\_

How likely are you to recommend the [ORGANIZATION NAME] as a place to work to others? (Select one)

* 0 Not likely at all
* 1
* 2
* 3
* 4
* 5
* 6
* 7
* 8
* 9
* 10 Extremely likely

Seasonal employees only: Would you return to [ORGANIZATION NAME] if offered another contract? (Select one)

* Yes
* No
* Unsure

Did you share any of the feedback you provided in this survey with the company before deciding to leave? (Select one)

* Yes
* No
* Some, but not all

Any other comments or suggestions you would like to share? (write in)

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**Other tips for exit survey deployment/analysis:**

* **Aggregate Data:** Compile all responses and organize them into categories based on the survey questions. This will help you identify common themes and patterns.
* **Quantitative Analysis:** For questions with rating scales or multiple-choice options, calculate averages, percentages, and frequency distributions to quantify responses. This will provide numerical data that can be easily compared and interpreted.
* **Qualitative Analysis:** Pay attention to open-ended responses or comments provided by employees. Analyze these qualitative data to identify recurring issues, concerns, or suggestions. Look for keywords and themes to categorize and interpret the feedback.
* **Compare Results:** Compare the results across different demographics such as department, tenure, employment status (full-time vs. part-time), or other relevant factors. This can help identify differences in experiences and perceptions among different groups of employees. You may also consider categorizing your exit survey respondents into "regrettable" or "non-regrettable" losses. This may be helpful for comparing the experiences of both groups and prioritizing where to take action.
* **Identify Trends:** Look for trends or patterns in the data over time. Are there any consistent changes or issues emerging in exit survey responses? Identifying trends can help you address underlying problems proactively.
* **Root Cause Analysis:** Use a root cause analysis approach to delve deeper into the underlying reasons behind certain trends or issues identified in the exit survey results. Identify the root causes of employee dissatisfaction or turnover and develop targeted strategies to address them.
* **Action Planning:** Based on the analysis of exit survey results, develop action plans to address key findings and improve employee satisfaction, retention, and overall organizational effectiveness. Prioritize initiatives based on the severity and impact of identified issues.
* **Communication:** Communicate the results of the exit survey analysis to relevant stakeholders, including senior leadership, managers, and employees. Transparency about survey findings and planned actions can foster trust and demonstrate a commitment to addressing employee feedback.
* **Continuous Improvement:** Treat exit surveys as part of an ongoing feedback loop rather than a one-time exercise. Continuously monitor employee feedback, track progress on action plans, and revisit survey questions periodically to ensure they remain relevant and effective in capturing employee experiences.