



Quality Lifestyle Alliance Inc.

EXIT INTERVIEW RECORD

Form 13.8

Opening of Interview

1. Discuss the various 'housekeeping' tasks associated with leaving the organisation e.g. when and to whom to return keys, how they will receive their final eligible termination payment.
2. Explain the purpose of the exit interview and assure the employee of the confidentiality of the discussion.

Exit Interview Questions

1. What is your main reason for leaving?
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2. Did the position meet your expectations?.....
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3. Are there any changes you believe should be made to the position?
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4. Did you receive adequate support, including training, in your position?
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5. Any other comments you would like to make?.....
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Conclusion of Interview

Wish the employee well and thank them for their time and effort in attending the interview.

Action to be Taken

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Signed:

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(Employee)

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(Date)

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(Employer)

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(Date)