****

[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Employee Exit Review**

|  |
| --- |
| **Employee Exit Review** |
| **Adele Vance:** Retail Manager |   | **Reviewer:** Miriam Graham**Review Period:** **Self-review submitted on: Review Due:Finalize Due:**  |
|
|
|
|
|
| An exit review takes place before an employee leaves a company, to gain a sense and understanding of what an organisation can improve upon to retain its top talent. It's an essential part of the overall off-boarding process and its typically hosted by HR in some capacity. |
|
|
| **Employee Exit Review Questions** |
| **Q1:** What prompted you to begin searching for another opportunity? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** Do you feel manager gave you what you needed to succeed? |
| **Adele's answer** | **Miriam's answer** |
| **Strongly Disagree** | **Strongly Disagree** |
| **Disagree** | **Disagree** |
| **Undecided** | **Undecided** |
| **Agree** | **Agree** |
| **Strongly Agree** | **Strongly Agree** |
| **Q3:** What did you like best and least about your job? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| Q4: Do you think your job has changed since you were hired? |
| **Adele's answer** | **Miriam's answer** |
| **Yes** | **Yes** |
| **No** | **No** |
| **Q5:** Did you feel your achievements were recognized throughout your employment? |
| **Adele's answer** | **Miriam's answer** |
| **Yes** | **Yes** |
| **No** | **No** |
| **Q6:** What suggestion do you have for the company? How could we improve? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q7:** Would you recommend this company to a friend? Why or why not? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q8:** Did you share any of the concerns we discussed today with the company vefore deciding to leave? |
| **Adele's answer** | **Miriam's answer** |
| **Yes** | **Yes** |
| **No** | **No** |
| **Overall Comments** |
|  |
|
|
|
| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |