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[**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**

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| **Employee Exit Review** | | | | |
| **Adele Vance:**  Retail Manager |  | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| 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. | | | | |
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| **Employee Exit Review Questions** | | | | |
| **Q1:** What prompted you to begin searching for another opportunity? | | | | |
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| **Adele's answers** | | **Miriam's answers** | | |
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| **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? | | | | |
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| **Adele's answers** | | **Miriam's answers** | | |
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| 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? | | | | |
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| **Adele's answers** | | **Miriam's answers** | | |
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| **Q7:** Would you recommend this company to a friend? Why or why not? | | | | |
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| **Adele's answers** | | **Miriam's answers** | | |
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| **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** | | | | |
|  | | | | |
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|
| **Employee Signature** |  | **Reviewer Signature** |  | **Date** |