

Exit Interview Questionnaire



Employee name:
Position:
Division:
Start date:
Leaving date:
Exit interview conducted by:
Date:

| QUESTIONS | RESPONSES |
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| <p>➤ <i>Why have you decided to leave the WEC Group?</i></p> | |
| <p>➤ <i>What have you enjoyed whilst working at WEC Group?</i></p> | |
| <p>➤ <i>What have you not enjoyed whilst working at WEC Group?</i></p> | |
| <p>➤ <i>What could the company have done differently to have made your role at WEC more enjoyable?</i></p> | |

Exit Interview Questionnaire

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| <p>➤ <i>What additional training would you have benefited from and why?</i></p> | |
| <p>➤ <i>What do you think are the skills and qualifications that your replacement needs to have?</i></p> | |
| <p>➤ <i>What suggestions would you make to improve working conditions?</i></p> | |
| <p>➤ <i>WEC currently has a number of benefits in place: UK healthcare scheme, cycle to work scheme, profit share scheme, 25 days holiday, free car parking, employee benefit loan scheme. Do you use these benefits? If so, which do you get the most out of?</i></p> <p>➤ <i>Which benefits do you not use and why?</i></p> <p>➤ <i>Is there any benefits which we don't currently offer but you would have liked to have?</i></p> | |

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| <p>➤ <i>How was your first day induction?</i></p> | |
| <p>➤ <i>Can you describe your relationship with your manager and how you have been managed?</i></p> | |
| <p>➤ <i>Which company are you joining?</i> ➤ <i>What role are you going to be doing there?</i> ➤ <i>What pay are they offering?</i> ➤ <i>Do they offer any good benefits?</i> ➤ <i>What makes you want to join them?</i></p> | |
| <p>➤ <i>Would you recommend WEC Group to others seeking employment?</i></p> | |

Exit Interview Questionnaire

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| <p>➤ <i>Do you have any company property which needs to be returned? I.e Laptop, mobile and pin, keys, fob etc. (Explain they must be returned to their manager/supervisor on their last day. Note what property they have and who they will return it to)</i></p> | |
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FOR HR USE

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| <p>➤ <i>If employee has an email address and profile, are IT aware they are leaving? They also need to know if any equipment is going to be returned.</i></p> <p>➤ <i>Does the employee have a mobile? If so, ensure Gareth Taylor has been made aware they are leaving.</i></p> |
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