

Exit interview

Mentor – Student

DETAILS EMPLOYEE

| | |
|------------------------|--|
| Name employee: | |
| Department: | |
| Employee number: | |
| Current position: | |
| Location: | |
| Start date employment: | |
| Final date employment: | |
| Exit interviewer: | |
| Date exit interview: | |

EMPLOYEE'S EMPLOYMENT HISTORY WITHIN THE COMPANY

| Function | Date | Start salary and current salary |
|----------|------|---------------------------------|
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JOB DESCRIPTION AND TASKS

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| What did you like the most in your job and why? | |
| What was your least favourite part and why? | |
| Does your job description meet the role you have performed? | |



JOB DESCRIPTION AND TASKS *(continue)*

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|--|--|
| Were your tasks clearly described when you started your job? | |
| Have your tasks changed during your employment? | |
| Describes your current job description your job? | |
| Do you have any suggestions to improve your job? If yes, what are these? Have you discussed this with your supervisor? | |
| Did you feel appreciate in your job? | |
| Did you have exactly enough work, or maybe too little or too much? | |
| How would you describe the possibility to grow in the company? | |

WORKING CONDITIONS

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|--|--|
| How would you describe the working conditions under which you have been working? | |
| Do you have suggestions how to improve the working conditions? If yes, what are these? Have you discussed this with your supervisor? | |



RELATION WITH YOUR SUPERVISOR(S) AND COLLEAGUES

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|--|---------------|--------------|---------------|--------------|
| How would you describe the morality in your department? | | | | |
| How would you describe the relation with your colleagues? | | | | |
| How would you describe the relation with your supervisor(s)? | | | | |
| Has your supervisor: | Always | Often | Rarely | Never |
| Explained the tasks clear? | | | | |
| Given clear instructions? | | | | |
| Given adequate help or advice? | | | | |
| Listened to your suggestions? | | | | |
| Applied equal treatment? | | | | |
| Have given constructive feedback on your performance? | | | | |
| Complimented you, if earned? | | | | |
| Informed you about your development? | | | | |
| Followed the company procedures? | | | | |

SALARY AND WORKING CONDITIONS

| | | | | | |
|--|------------------|-------------|----------------|------------|-----------------|
| How would you value the following working conditions? | Very good | Good | Average | Bad | Very bad |
| Compensation | | | | | |
| Pension | | | | | |
| Reward long-term employment | | | | | |
| Bonusses | | | | | |
| Lease auto, mileage allowance | | | | | |
| Compensation in case of illness | | | | | |
| Collective health insurance | | | | | |
| Insurances | | | | | |



COMMUNICATION WITH YOUR DEPARTMENT

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|--|--|
| How have you experienced the communication with your department? | |
| How have you experienced the communication between different departments? | |
| Did you feel well informed about the processes with the company and the results? | |
| Do you have suggestions to improve the communication with your department? If yes, what are these? Have you discussed this with your supervisor? | |

EDUCATION AND DEVELOPMENT

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|---|--|
| What did you think about the introduction within the company? | |
| Which training and/or educational opportunities did you get? | |
| What do you think about the educational opportunities within the company? | |
| Did you get any training which has improved your performance? | |

WORK-LIFE BALANCE

| | | | | | |
|--|------------------|-------------|----------------|------------|-----------------|
| What do you think of the work-life balance? | | | | | |
| During your employment, have you applied for working flexible? | | | | | |
| Do you have suggestion to improve the work-life balance? | | | | | |
| How would you value the following working conditions? | Very good | Good | Average | Bad | Very bad |
| Maternity leave | | | | | |
| Paternity leave | | | | | |
| Parental leave | | | | | |
| Adjustment working hours | | | | | |
| Unpaid leave | | | | | |

OTHER FACILITIES AND SERVICES

| | | | | | |
|--|------------------|-------------|----------------|------------|-----------------|
| How would you value the following aspects of working for the company? | Very good | Good | Average | Bad | Very bad |
| Materials | | | | | |
| IT-service | | | | | |
| HR-service | | | | | |
| Parking possibilities | | | | | |
| Canteen / catering | | | | | |
| Sports and social facilities | | | | | |
| CERT | | | | | |
| Security | | | | | |



IMAGE

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|--|--|
| Do you think the company has a good image? | |
| Would you recommend others to work for the company? | |
| Would you say that the company acts ethically justified? | |

REASON FOR LEAVING

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|---|--|
| Why do you leave the company? | |
| Do you leave the company because you have found something different? How is your new employer called? | |
| How would you describe your new job? | |
| How would you say that your new job fits you better? | |
| Do you have any other comments of your reason(s) for leaving? | |

COMMENTS

Thus discussed and initialled on each page.

| | INTERVIEWER | EMPLOYEE |
|-----------|--------------------|-----------------|
| Name | | |
| Function | | |
| Date | - - | - - |
| Signature | | |