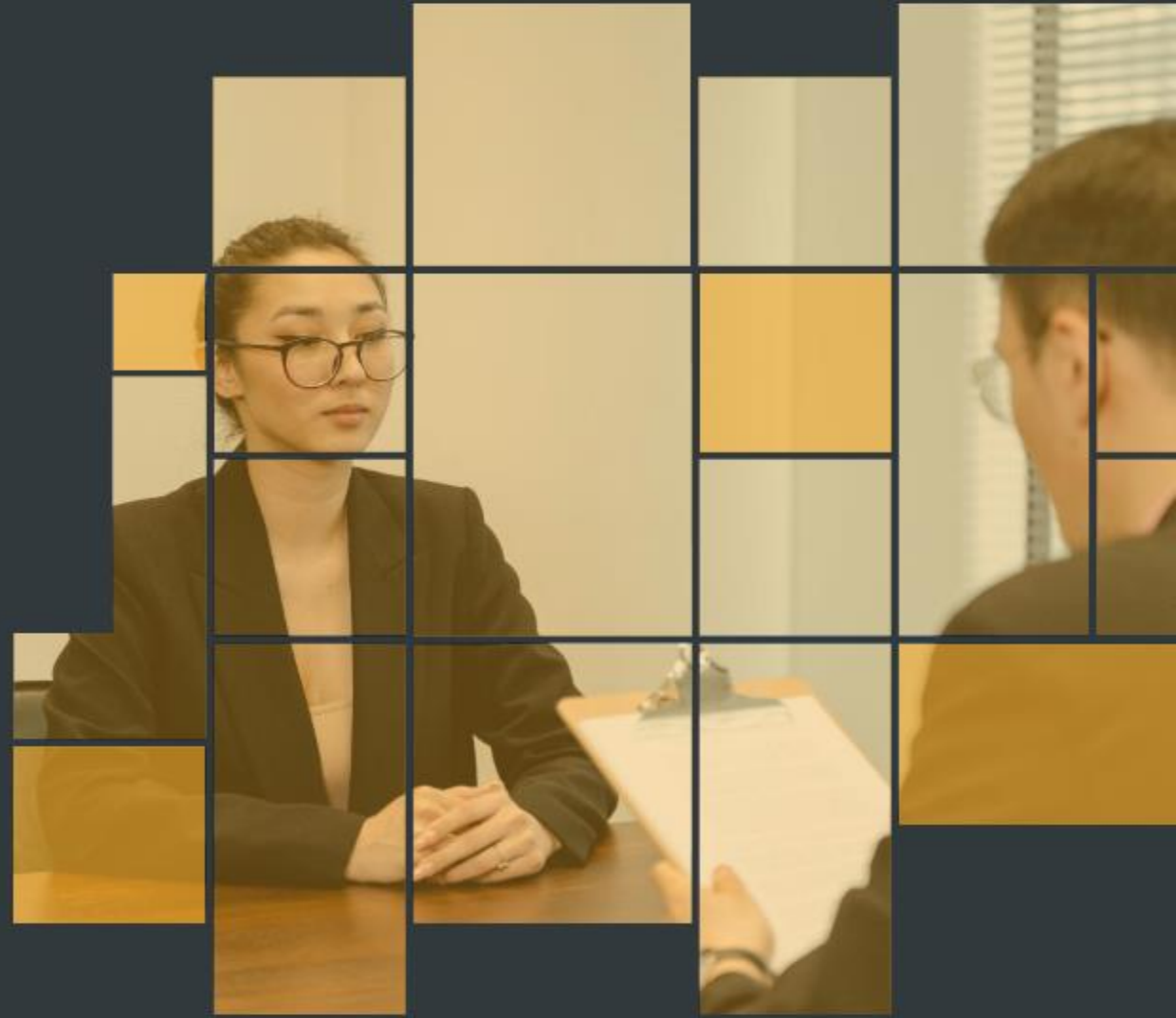


# Employee Exit Interview

Collection of 10+ PowerPoint Templates

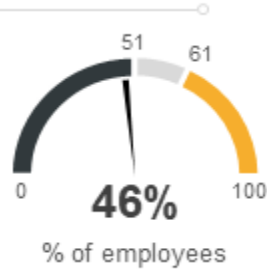


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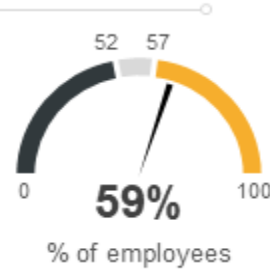
# Employee exit interview feedback management dashboard

This slide showcases a dashboard for managing and assessing feedback providing by an employee during exit interview. It includes employee ratings on various questions, number of exits quarterly, response count by each department, etc.

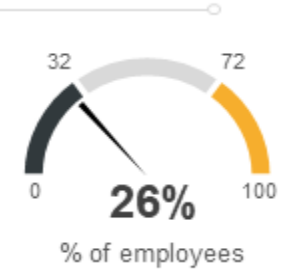
## Employees that will Refer Company to Friends/Family



## Employees that are Treated Impartially



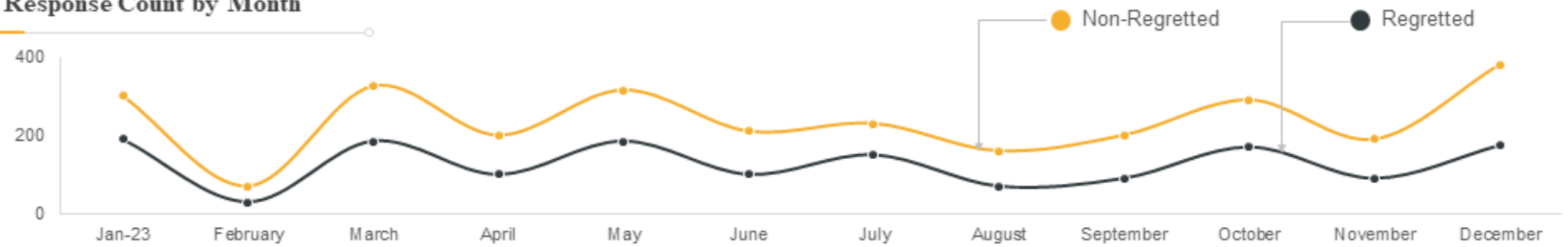
## Employees that would Consider Re Employment



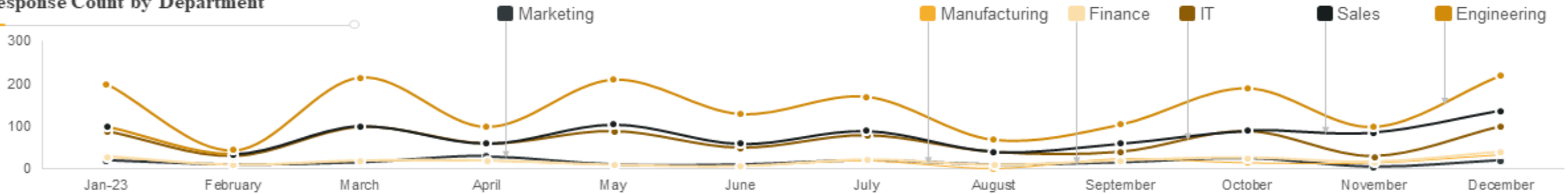
## No. of Exits (Quarterly)

550

## Response Count by Month



## Response Count by Department



This graph/chart is linked to excel, and changes automatically based on data. Just left click on it and select "Edit Data".

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# Questionnaire form for employee exit interview

The slide presents a questionnaire form to assess employee overall experience within organization. It includes questions related to reason for leaving, job circumstances, company culture, work environment and technology.

## Reason for Leaving

- › Why are you leaving the company?
- › Add text here

Add text here

Add text here

## Job Circumstances

- › Work responsibilities were clearly defined
- › Job made good use of my skills and abilities
- › Add text here

Add text here

Add text here

Add text here

## Company Culture

- › Was organization collaborative
- › Was employees in company feel respected
- › Add text here

Add text here

Add text here

Add text here

## Work Environment

- › What makes you proud to work at this company? How does the organization support your professional development and career growth?
- › Add text here

Add text here

Add text here

## Technology

- › Build any technical skills while working in organization
- › Add text here

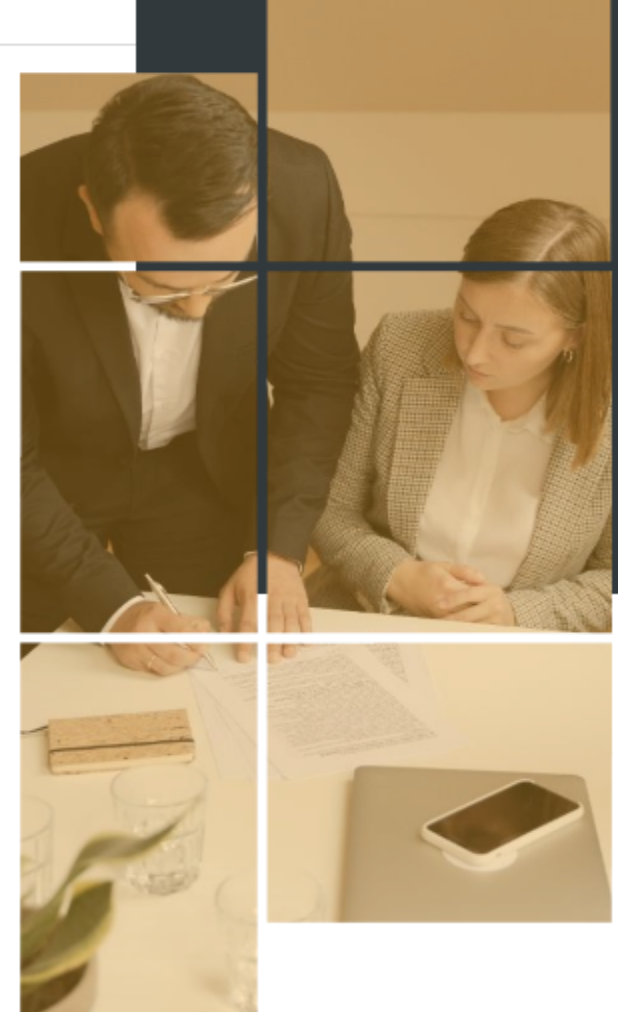
Add text here

Add text here

## Add Text Here

- › Add text here

Add text here



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# Employee exit interview HR checklist

The slide presents a checklist showing various tasks to be done by HR professional for effectively conducting employee exit interview. It includes tasks related to paperwork, knowledge transfer, recovering company assets, IT permissions and access and exit interview.

Tasks	Status	Tasks	Status
<b>Prepare Paperwork</b>		<b>IT Permissions and Access</b>	
Health check information	<input type="checkbox"/>	Password updates	<input type="checkbox"/>
Non disclosure agreement	<input type="checkbox"/>	Revoke employee's access	<input type="checkbox"/>
Non competent agreements	<input type="checkbox"/>	Remove employee from payroll	<input type="checkbox"/>
Tax documents	<input type="checkbox"/>	Update organizational chart	<input type="checkbox"/>
Add text here		Redirect calls and emails	<input type="checkbox"/>
<b>Knowledge Transfer</b>		Update company website	<input type="checkbox"/>
List of important contracts	<input type="checkbox"/>	Add text here	
Useful resources	<input type="checkbox"/>	<b>Exit Interview</b>	
Status report of ongoing projects	<input type="checkbox"/>	Exit interview questionnaire	<input type="checkbox"/>
Add text here		Discussion after survey	<input type="checkbox"/>
<b>Recover Company Assets</b>		Analyze collected data	<input type="checkbox"/>
ID cards and badges	<input type="checkbox"/>	Retrieve insights	<input type="checkbox"/>
Access card and keys	<input type="checkbox"/>	Add text here	
Parking tags	<input type="checkbox"/>		
Add text here			

Done

In progress

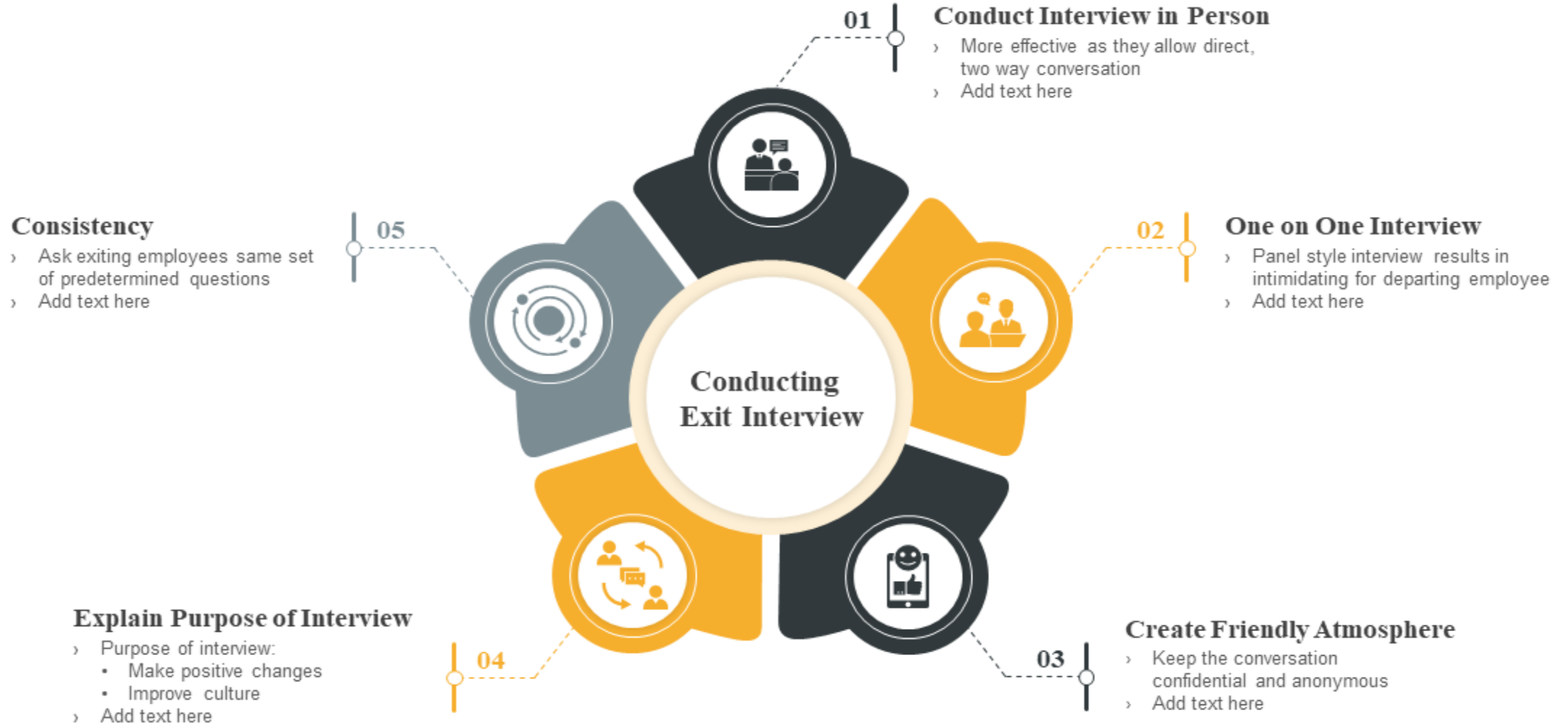
Not started

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# Strategies to conduct effective employee exit interview

The slide showcases strategies for conducting an efficient employee exit interview to have a deeper look at workplace culture. It includes conducting interview in person, make interview one on one, create comfortable atmosphere, explain purpose and being consistent.



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# Conducting employee exit interview process

The slide shows how to conduct proper employee exit interview to gain a valuable insight for improving organization culture. It includes choosing correct format, knowing questions to ask & avoid, sharing feedback, keeping interview short & simple and using survey tools.

## Choose Correct Interview Format

- › Face to face interview
- › Online interview
- › Add text here



## Determine Questions to Avoid

- › Questions about specific team members, office gossip issues, etc.
- › Add text here



## Short Interview Process

- › Keeping conversation short & to the point
- › Add text here



## Add Text Here

- › Add text here
- › Add text here
- › Add text here



## Prepare Questionnaire

- › Prepare set of predetermined questions
- › Add text here



## Share Feedback

- › Analyze data collected
- › Share employee feedback with leadership team
- › Add text here



## Use Survey Tools

- › Quick analysis
- › Predefined intelligent questions
- › Add text here

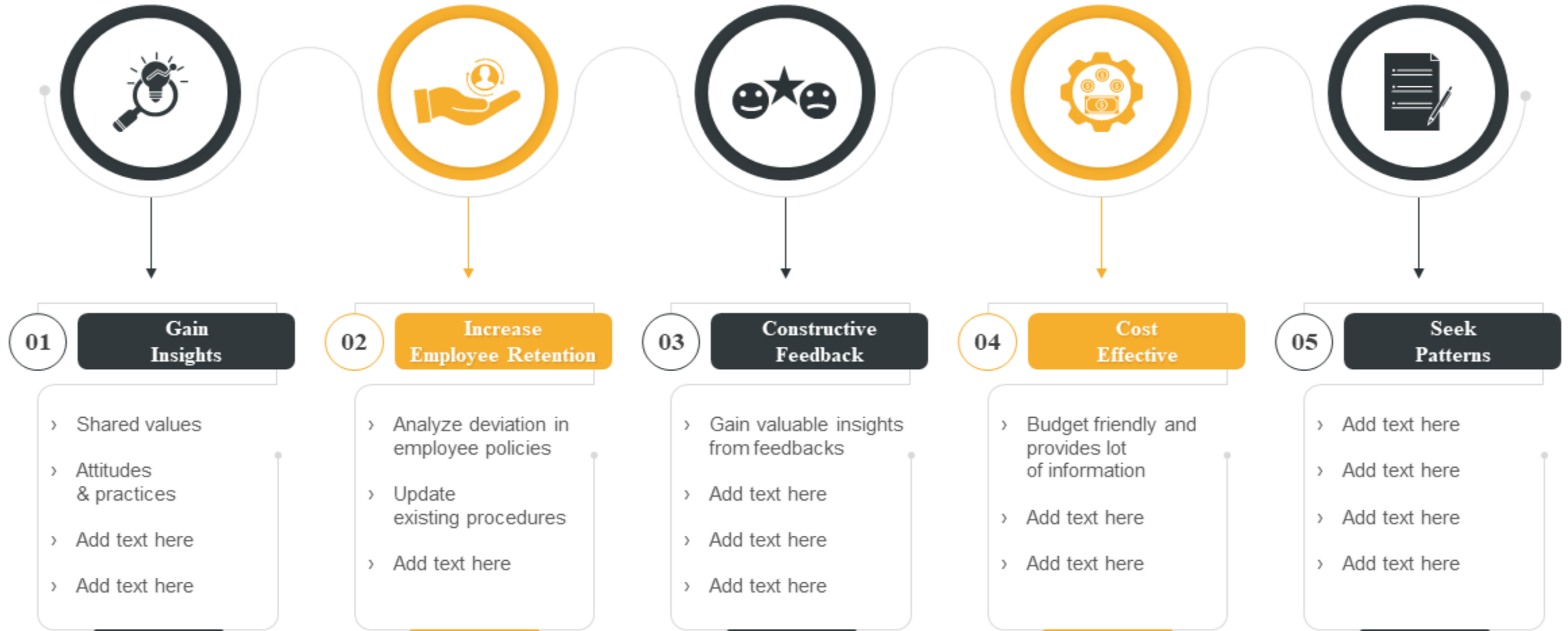


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# Impact of conducting employee exit interview

The slide shows the positive impact of conducting exit interview. To determine improvement areas for business. It includes gaining insights of company's culture, increase employee retention, gain constructive feedback and Cost effective.



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