 **Exit interview: template**

For guidance on how to complete this template:

* See our Toolkit guide: **How to conduct an exit interview**.
* Replace **all bracketed copy with your production's information**.
* Use the desktop version of Word (rather than browser) for the best editing experience.
* For suggestions to improve this template, or any part of the Toolkit, we’d love to [**hear from you**](https://surveys.hotjar.com/25003442-e9a4-4aef-82b5-c0c7ecf9d920).
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**Using this template**Exit interviews enable people to gather information that can help them develop in their next role, while also offering senior leaders the chance to find out about what went well and what could have been done differently.

Their insights and subsequent actions can help improve the mental health of future productions.

Questions should be sent in advance and – if it isn't possible to complete exit interviews – a confidential online survey could be a useful option.

**Add: [Production name] [Team member name and role]**

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| **My job description and duties** |
| 1. What did you like most about your job and why?  |
| 2. What did you like least about your job and why?  |
| 3. Do you feel that the job description given to you when you took the job accurately describes the role?  |
| 4. Were your duties and responsibilities clearly described to you when you took on the role?  |
| 5. Have your duties changed since you took on the role? If so, how?  |
| 6. Do you have any suggestions as to how the job could be improved? If so, have you raised them in the past (such as with your line manager)?  |
| 7. Did you feel valued in your role?  |
| 8. Did you feel that you had an acceptable workload or were you under- or over-worked?  |
| 9. How would you describe your prospects for advancement/promotion/development following this role?  |

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| **My working conditions** |
| 10. How would you describe the physical working conditions in your department? For example, were the hours reasonable? If not, please give details, if you feel comfortable.   |
| 11. Do you have any suggestions as to how the working conditions could have been improved? If so, have did you raise them in the past, and with who?  |
| 12. Did you experience, or witness, any unacceptable behaviours (for example bullying, harassment, racism or any forms of discrimination)? If yes, please give details, if you feel comfortable.**(Note for the interviewer**: If the individual feels comfortable sharing this information, it’s important to get details of whether the incident(s) was reported and what action was taken, and follow up if necessary.) |
| 13. Do you feel your mental health was well supported? Please explain why you feel this way and what could be improved (if applicable). |

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| **My relationships with line manager and colleagues** |
| 14. How would you describe overall morale in your team?  |
| 15. How would you describe your working relationship with your colleagues?  |
| 16. How would you describe your working relationship with your line manager or head of department?  |

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| **My training and development** |
| 17. Do you feel that you were given an effective induction when you started on the production?  |
| 18. Do you feel that you received adequate training/coaching to perform your role? |

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| **My overall experience** |
| 19. What worked well on this production – and, if re-commissioned, should be repeated?  |
| 20. What didn't work so well? Please give details, if you feel comfortable.  |
| 21. Please summarise your experience of working on **[production name]** and with **[production company]**? |
| 22. Is there anything else you’d like to add? Your opinion would be appreciated. |

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| Employee signature:(Can be electronic) | Date: |
| **Notes**The production treats personal data collected during the exit interview in accordance with its **[**[**data protection policy**](https://www.xperthr.co.uk/policies-and-documents/data-protection-policy/162690/)**]**. Information about how your data is used and the basis for processing your data is provided in **[the organisation's**[**employee privacy notice**](https://www.xperthr.co.uk/policies-and-documents/employee-privacy-notice/162693/)**]**. |

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| **Interviewer's comments and suggested further action** |
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