

## **EXIT INTERVIEWS**

Exit Interviews are:

- Not compulsory
- Aim is to glean useful feedback for improving future practices, aspects of the workplace and reduce turnover.
- Your other primary goal should be to leave people with a positive impression.
- If you treat departing employees with respect and gratitude, you'll encourage them to recommend your church or organisation to potential new hires or members.
- Don't try to fix issues in the exit interview.
- Allow the employee to vent.
- Don't draw it out.

## **Sample Exit Interview Questions**

- What is there to celebrate about our ministry together?
- What are the big issues you think this ministry should address going forward?
- What are your main reasons for leaving?
- Were your skills utilised effectively?
- Where your responsibilities clearly explained to you in your job description, induction and in regular meetings?
- Did you have clear goals and expectations?
- Did you have access to adequate training and development?
- Was your workload manageable?
- What did you like most and least about your job?
- Did your supervisor:
  - Seem open to suggestions?
  - Recognise and acknowledge your contributions?
  - Provide constructive feedback?
  - Communicate decisions clearly?
  - Give you opportunities to develop?
- What suggestions do you have to strengthen our staff team and congregation going forward?
- What else do you think could be improved?