

How to conduct an exit interview?

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When an employee leaves an organization, he is taking pleasant and unpleasant office memories along with him. It is the duty of the HR to know and understand the reasons why the employee is leaving, what are the factors, which affected his resignation etc. The feedback provided by the exiting employee is very insightful and can help the company to design employee friendly policies. They can also improve their operational efficiency with the help of the exit interview. It is very important to conduct the process in English so that the professional environment is maintained.

Exit Interviews



Things to remember:

1. Consider it as a survey

You should consider an exit interview as a survey and not as an interrogation. This survey is conducted primarily for the benefit of the company. The employee should be made comfortable and proper questions should be asked where he can give true and proper answers.

2. Allay employees fear

Some employees may be fearful that their words, which they speak at the exit interview, will be used against them later. They want to ensure that their references won't get affected. Assure them that exit process is to help the company understand their situation and will only help to enhance the existing relationship between the company and the employee.



Sample Conversation:

You: Hello Rajat, how are you?

Rajat: I am fine thanks.

You: You know what this interview is for right?

Rajat: yeah. However, I am a bit uncomfortable with it.

You: Why?

Rajat: I am afraid that what I say here will be used against me. I don't want to jeopardize my future career.

You: Who told you that? This is an exit interview and not an interrogation. The purpose is to make the company policies better through your feedback. Now may I ask you some questions?

Rajat: Okay.

You: Why are you leaving our company?

Rajat: It's because of the pay package. It's doesn't commensurate my experience and my level of expertise. The company environment is good enough, but it was not possible for me to continue at my current salary package level.

You: So, if we increase your salary, will you stay?

Rajat: I will think about it, but probably I will look for a change.

You: Okay. What did you like most in our organization?

Rajat: I like the fact that the work environment is very nice and comfortable. It feels good to work with a cohesive team.

You: Okay. And what do you like least in our organization?

Rajat: The only thing is that the salary is not appropriate enough.

You: Would you recommend our company for others to join?

Rajat: Yessure! Why not? This is a great place for Fresher and mid-level executives. I will definitely advise others to join this company.

You: Thank you Rajat, That would be all and all the best for your future endeavors.

Rajat: Thank you.



The above sample shows how to conduct an exit interview in professional English. Use your [fluent English speaking skills](#) to ensure that there is mutual respect maintained for the departing employee and your organization. You can also take the help of an [online English trainer](#) to polish your English.

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- By Monika Agarwal

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