

# **Manager and Employee Exit Conversation**

This tool provides examples of questions that are helpful to ask departing employees as the university strives to continuously improve the work environment and you as manager seek to strengthen your team. Be open, listen attentively and say thank you for the feedback you receive from the departing employee.

## **How did the job match your expectations?**

## **What was the best or most rewarding part of the job?**

## **Did you have the tools, resources and training needed to effectively do your job? Why or why not?**

## **What improvements do you suggest would make this job better, more challenging and/or more interesting?**

## **Did you feel that the work you were doing aligned with your personal goals and interests? Why or why not?**

## **What do you like most about working here?**

## **What do you like the least about working here?**

## **What might have been done to prevent you from leaving?**