

# Falkirk Council

## CONFIDENTIAL RECORD OF EXIT INTERVIEW

**This form should be attached to the completed exit questionnaire.**

**To be completed by the person conducting the exit interview and signed by the employee concerned.**

### Interview Details

Date of exit interview: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

Interviewer's job title: \_\_\_\_\_

**The employee should have completed the exit questionnaire prior to attending the interview. The purpose of the interview is to gain more detail, discuss any outstanding issues or to raise points which are perhaps not covered by the questionnaire.**

Refer to Section 2 of the Questionnaire:

### **Reason for Leaving**

Please discuss with the employee the reasons in more detail.

Ascertain whether issues had been raised prior to resignation which have not been dealt with. Is the employee aware of various policies and procedures in place which may have impacted on their reason for leaving i.e. job share, voluntary reduced working hours, compressed hours etc.

Comments:

Please continue on separate sheet if necessary

Refer to Section 4 of the questionnaire:

**Your opinion of Falkirk Council**

Any outstanding issues in addition to the areas covered in the questionnaire? Any further information that expands upon the topics in the questionnaire? E.g. Did the Council set expectations of employment appropriately; were there adequate opportunities for advancement and training? What was the employees relationship like with colleagues and management?

Comments:

Please continue on separate sheet if necessary

**Any other issues to discuss?**

Comments:

Please continue on separate sheet if necessary

**Confirmation of interview**

To be completed after the interview has taken place.

If the employee agrees that the contents of this form accurately reflect the comments made by them, please ask them to sign below.

Employee Signature: ..... Date: .....

Interviewing Officer: ..... Date: .....

The interviewing officer will forward this form, along with the completed questionnaire, to the HR Helpdesk for collating Exit interview information



In accordance with the Data Protection Act 1998, you are advised that this information will be retained on file and used for statistical purposes.