

Exit Interview Form

Colleague Name:				Colleague Role:			
Date:	DD	/	MM	/	YYYY	Line Manager / HR Team Member:	

We hope our colleagues can build a rewarding and fulfilling career with us, but we understand that sometimes moving roles or organisations can help to develop new skills or better meet home commitments.

When colleagues choose to leave us, it's important that we understand their reasons for leaving and what we can do better or differently that may help them to stay or make Greencore a better place to work.

We want these conversations to be **exploratory** and **open in nature**, so we structure them around 3 simple questions, allowing the manager space to explore replies and discuss openly, vs sticking to a script.

1. Can you tell us about your time with us - What's been your experience of Greencore?

Please give details

2. We would like to explore why you've chosen to resign - Why are you choosing to leave us?

Please give details

Confirm Open HR category

<input type="checkbox"/> Obligations at home / caring responsibilities	<input type="checkbox"/> Relocation	<input type="checkbox"/> Business direction / stability
<input type="checkbox"/> Career opportunity – actively sought	<input type="checkbox"/> Relationships at work	<input type="checkbox"/> Lack of progression
<input type="checkbox"/> Career opportunity – passive	<input type="checkbox"/> Line manager	<input type="checkbox"/> Working conditions
<input type="checkbox"/> Change of career	<input type="checkbox"/> Improved pay or benefits	<input type="checkbox"/> Ill health
<input type="checkbox"/> Career break	<input type="checkbox"/> Improved work life balance	<input type="checkbox"/> Travel arrangements
<input type="checkbox"/> Declined to state	<input type="checkbox"/> Personal reasons not related to job	

3. We are committed to making Greencore a great place to work. Do you have any suggested areas we could improve?

Please give details