

Your Experience Matters - exit interview form

Employees who are resigning, retiring, or transferring to another SA Government agency are encouraged to complete *Your Experience Matters* online survey prior to requesting an in-person interview. Please check your email for the survey link.

Exiting Employee Name:	Employee ID:	Classification:
Role title:	Site name / Business Unit:	
Date:	Line Manager:	
Purpose of the Exit Interview: The purpose of an exit interview is to gain valuable insights from you about your experience working in your role. Your honest feedback will help us identify areas for improvement and enhance the overall work environment for current and future employees. Confidentiality: Please be assured your feedback will be used solely for the purpose of improving the department. Your comments will not affect any references provided to you.		
Questions		
Reason for Leaving: <ul style="list-style-type: none">• What influenced your decision to leave your role?• Were there any specific issues or concerns that contributed to your decision?		
Job Satisfaction: <ul style="list-style-type: none">• Were there aspects of your job that you particularly enjoyed or found challenging?• What changes, if any, would you like to have made to your role to make it more satisfying?		
Work Environment: <ul style="list-style-type: none">• Did you feel comfortable and supported in your work environment?• Were there any issues related to the work culture or your colleagues that affected your experience?		



Training and Development:

- Did you receive training and opportunities for professional growth?

Line Management and Leadership:

- Did you feel supported by your line manager in your role?
- If not, how could your line manager have supported you more?

Workplace Health and Safety:

- How could we improve your health and safety at work (physical, psychological safety and wellbeing)?

Feedback and Suggestions:

- How can the department improve its environment or policies to improve the experience at work?
- What can the department continue doing to support employees work experience?

Signature: By signing below, you acknowledge that you have participated in this exit interview voluntarily, and the information provided is accurate to the best of your knowledge.

Employee signature:

Date:

Thank you for taking the time to complete this exit interview. Your input is highly valuable to us, and we wish you the best in your future endeavors.

Please return completed form to: Education.OrganisationalDevelopment@sa.gov.au

