



## Exit Interview

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### Overview

Managers are able to conduct and record surveys with departing employees, using the Exit Interview form.

The primary aim of the exit interview is to learn the reasons for the person's departure, on the basis that criticism is a helpful driver for organisational improvement.

This survey includes questions relating to the working environment, culture, processes and systems, management and personal development.

### Additional features

**Custom Messages:** This form demonstrates the ability to change the wording/phrasing used, as 'issue' or 'ticket' might not be as appropriate here as 'exit interview'. Head to the 'custom messages' screen to see these changes.

Admin / Infocapture / Exit Interview / Custom messages

Project options

- Project Summary
- Edit project properties
- Project permissions
- Statuses
- Conditions
  - Field condition sets
- Triggers
- Behaviour
  - Field visibility
  - SLA
  - Automatic changes

Custom messages

Replace the default phrasing of the form with words of your choice. For example, "View Ticket" can change to "View Feedback Form" and "List of Tickets" can change to "List of Feedback Forms"

List of tickets	Exit Interviews
Submit ticket	Start Exit Interview
View ticket	View Exit Interview
Update issue	Update exit interview
Clone issue	Clone exit interview
Delete issue	Delete exit interview
Ticket submitted	Exit interview has been submitted
Issue has been updated	Exit interview has been updated
Issue has been cloned	Exit interview has been cloned