



## 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.

A screenshot of the 'Custom messages' configuration screen for Exit Interviews. The screen shows a list of messages that can be customized. The messages are: '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), and 'Issue has been cloned' (Exit interview has been cloned).

Message	Customized Text
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