



Exit Interview

Download

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

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

Submit ticket

View ticket

Update issue

Clone issue

Delete issue

Ticket submitted

Issue has been updated

Issue has been cloned

Exit Interviews

Start Exit Interview

View Exit Interview

Update exit interview

Clone exit interview

Delete exit interview

Exit interview has been submitted

Exit interview has been updated

Exit interview has been cloned

Created on 29 January 2018 by Hannah Door. Last modified on 30 November 2023
Tags: Form, form templates, exit, interview