**This interview record should be completed by the person conducting the exit interview and signed by the employee concerned.**

**The employee should have completed the exit questionnaire prior to attending the interview. The purpose of the interview is to gain more detail, discuss any outstanding issues or to raise points which are perhaps not covered by the questionnaire.**

**Interview Details**

Date of exit interview:

Interviewed by:

Interviewer’s job title:

Refer to Section 2 of the Questionnaire:

**Reason for Leaving**

Please discuss with the employee the reasons in more detail.

Find out whether issues had been raised before resignation which have not been dealt with. Is the employee aware of various policies and procedures in place which may have impacted on their reason for leaving?

Comments:

Refer to Section 4 of the questionnaire:

**Your opinion of Falkirk Council**

Any outstanding issues in addition to the areas covered in the questionnaire? Any further information that expands upon the topics in the questionnaire? For example: Did the Council set expectations of employment appropriately; were there adequate opportunities for advancement and training? What was the employees relationship like with colleagues and management?

Comments:

**Any other issues to discuss?**

Comments:

**Confirmation of interview**

To be completed after the interview has taken place.

If the employee agrees that the contents of this form accurately reflect the comments made by them, please ask them to sign below.

Employee Signature:

Date:

Interviewing Officer:

Date:

**Please upload this form to the employees MyView record.**