

EXIT INTERVIEW TEMPLATE

WHAT IS AN EXIT INTERVIEW

An Exit Interview is a conversation that takes place between someone leaving the company (whether that be through resignation, or end of contract) and the company employing them. Employers should offer an exit interview to all leavers at the end employment to collect, identify and address problems in the workplace.

In many situations there is important learning for the production/production company that can be gained from discussing the employee's time working with the company, for example in relation to the induction process, job duties, or work culture. It is important for organisations to take steps to address any issues where possible, for example concerns over bullying or the effects of excessive working hours on morale and wellbeing.

There is no legal obligation for anyone to take part in an exit interview, and they are welcome to decline to answer any question that they feel uncomfortable in doing so. Therefore, it is important to encourage people to take part by offering them a safe space in which to provide honest feedback without fear of repercussions.

Employee's identities should be kept anonymous when delivering feedback data unless they specifically request otherwise. Though there is no specific data protection covering the privacy of exit interview results, exit interview data should be kept private and confidential, and only shared with necessary senior management.

HOW TO CONDUCT AN EXIT INTERVIEW

Exit interviews can be conducted in person, by phone or video call, or in cases where there is a large production team, by using an anonymous and confidential online survey, such as, Survey Monkey or Smart Survey.

If conducting the interviews in person, it is useful to use someone who has not directly worked on the production themselves, such as HR or a suitable third party. If this is not available, the online survey approach might be more beneficial in gaining honest feedback without the interference of bias.

It is important to note, that the reporting of unacceptable behaviour should be treated seriously, but that if reporting after the individual has ended their employment with the company, there will likely be no formal recourse available for the company to take. If the individual is still employed, then the company's disciplinary and grievance procedure should be followed where applicable.

HOW TO USE THE FEEDBACK

Information obtained from exit interviews can be used to inform future hiring processes, for example, an individual might raise issues with the experience or training required to perform the role. It can be used to inform changes to working environments, processes and working culture, for example, if there is a pattern in responses to working conditions, or lack of resources, the company can look at ways to resolve these issues going forward. Feedback from exit interviews can also be incredibly beneficial in highlighting skills gaps and future training needs.

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The interviewer should inform the participant that any information is confidential and will only be used internally to review and improve working practices.

EXPECTATIONS

What were your expectations on joining, and how well have they been met?

Did you have any negative expectations of this role before starting, and were those expectations raised with anyone on the production?

What was your opinion of this Production Company before you started this role?

JOB ROLE AND DUTIES

Did you have a clear understanding of the role you had taken, and your duties and responsibilities in relation to that role?

Did your role on the production match your expectation? (in terms of duties, responsibilities, workload)

Did you feel that the contribution your role made to the production was valued?

WORKING RELATIONSHIPS

How was your relationship with your immediate manager? Did you feel supported by them?

How were your relationships with other team members? Do you feel that you worked well together?

Do you feel that there were clear processes in place for the reporting of any unacceptable behaviours (for example bullying, harassment, racism, sexism or any other forms of discrimination)?

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| If you did report anything unacceptable, do you feel that the production dealt with the situation appropriately? You do not need to share specific details unless you wish to. |

| WORKING CONDITIONS |
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| Were the hours worked on this production reasonable? And were appropriate breaks organised in response to the hours being worked? |
| Did you have all the necessary resources to succeed in your role? (in terms of training, equipment, support, time) |
| Did your physical working environment feel clean, safe and appropriate for it's use? |
| Do you have any concerns that you were unable to raise during the production? |
| Do you feel that measures were put in place to support crew mental health and were helpful and easy to access? What else might have helped in terms of supporting your wellbeing? |

| OVERALL |
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| What was the best thing about working on this production? |
| What was the worst thing about working on this production? |
| In terms of diversity, do you think there was a good balance on this production? |
| Would you consider working with the company again? |

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| Is there anything additional you would like to add? |