



EMPLOYEE EXIT INTERVIEW

As an employer, it is critical to establish a good working relationship with your employee from the start. The employment relationship from day one should be a positive experience for both the employee and the employer. If you start off on the right foot, the entirety of the relationship will be a more fulfilling experience.

How our *Employee Exit Interview* benefits your company -

The cost of turnover is high on a company's bottom line and overall morale. An exit interview can be a valuable learning tool for companies. When appropriate, CRG will conduct exit interviews or surveys for your company. The intention of an exit interview is to gain insight into why employees leave the company to pursue a new opportunity. In order to reduce turnover, an exit interview can reveal the catalyst that led an employee to seek employment with another employer. CRG oversees the process from start to finish.

- ✓ Design the exit content
- ✓ Conduct the interview or survey
- ✓ Analyze the results
- ✓ Develop a total retention strategy
- ✓ Assist with the implementation of the retention strategy



A company of any size needs to focus on retaining its top talent. We can help your company identify the reasons for turnover and strategies to reduce that number. CRG not only develops your exit curriculum for employees, but also the internal items that must be done to "close out" an employee. We provide you with a checklist of the items that must be accomplished and by whom. We provide you with the tools to help an employee exit the company in a professional and smooth manner.

Our general exit process involves three steps:

- ✓ Begin transfer of employee knowledge
- ✓ Complete operational responsibilities
- ✓ Conduct a proper Employee Exit Interview



Whether we conduct the interview in person or in alternative format, it is critical to set the stage for comfort and honesty. It is important to use a neutral third party, such as us, when conducting an exit interview because it can be a sensitive conversation for the employee. However, it can be a beneficial closing process for both the employee and the employer.

Our exit interviews are designed to encourage employees to talk about both the positive aspects of the company as well as the areas of improvement.