**Questionnaire for Retirement Speech:**

Name of person retiring/leaving:

All positions held in the company:

Length of time in the company:

What is your working relationship with him/her?

How would describe her/him as a co-worker?

How would her colleagues describe her/him as a co-worker?

Can you give me some further details as to what he/she does on a day-to-day basis?

Can you name three areas where he/she has excelled?

Will you stay in touch with her when he/she leaves?

How does she/he feel about retiring?

***On a personal level… The fun bit!***

Does she/he have a good sense of humour?

Can you tell me in your own words what sort of a person they are?

Are there any sayings or phrases that she/he is partial to using?

Can you share any interesting/funny/unusual office anecdotes about her/him?

How do they dress? (Mad question, but sometimes I get little nuggets of info about people from this question. i.e., always wears black/never without pearls/doesn’t take coat off in office etc.)

Where is she/he from – County will suffice😊.

Does she/he have family members?

Can you share their first names with me please?

What pets does he/she have?

Does she/he have any hobbies that you are aware of?

Are they planning on taking up any new hobbies as he/she embarks on retirement?

Does she/he have a holiday planned?

What will she/he most miss about working?

What will she/he most miss about her job?

What is her/his alcoholic drink of choice?

What is her/his nonalcoholic drink of choice?

Does she/he smoke/vape?

Does she/he have any pet hates?

Where does she/he go for lunch during the working day?

Can you tell me about the party/office do that is planned for her/his retirement?

Please let me know of anything else that you would like me to include in the speech. The more information the better. 😊.