

EMPLOYEE EXIT INTERVIEW FORM

Employee Name:

EID:

Position:

Date of interview:

What are your reasons for leaving the company?

Select one or more:

- | | | |
|-----------------------------------------------------|-------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Higher pay | <input type="checkbox"/> Better benefits | <input type="checkbox"/> Better career opportunity |
| <input type="checkbox"/> Improved work life balance | <input type="checkbox"/> Career change | <input type="checkbox"/> Closer to home |
| <input type="checkbox"/> Conflict with other | <input type="checkbox"/> Conflict with managers | <input type="checkbox"/> Family and/or personal |
| <input type="checkbox"/> Company instability | <input type="checkbox"/> Other | |

- If other (Please specify)

The Job:	Strongly Disagree	Disagree	Agree	Strongly Agree
• Job was challenging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• There were sufficient opportunities for advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Workload was manageable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sufficient resources and staff were available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Your colleagues listened and appreciated your suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Your skills were effectively used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• You had access to adequate training and development programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

■ What do you think can be improved about the job?

Remuneration & Benefits

	Strongly Disagree	Disagree	Agree	Strongly Agree
• The salary was adequate in relation to responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Wages were paid on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other benefits were good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Work-life balance was promoted and practiced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

■ What improvements, other benefits could the company offer?

The Company

	Strongly Disagree	Disagree	Agree	Strongly Agree
• When you started, did the induction help and was it accurate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Was a good and positive environment to work in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Had adequate equipment to do the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Got on well with other staff within the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• There were sufficient staff to cover the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The company was efficient in it's dealings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Internal communication worked well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- There was no bullying or harassment
- There are adequate housing facilities
- The business did not discriminate against any employee

■ What do you think can be improved about the Department and Company?

Supervisor / Line Manager

	Strongly Disagree	Disagree	Agree	Strongly Agree
• Had sufficient knowledge of the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is experienced in supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Was open to suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Recognized and acknowledged achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Acknowledged employees contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Offered and promoted ways to develop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provided constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Clearly communicated management decisions and how they would effect your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintained a professional relationship with you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

■ What are your suggestions or improvements to your Supervisor

Management

	Strongly Disagree	Disagree	Agree	Strongly Agree
• Gave fair and equal treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Was available to discuss job related issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Encouraged feedback and suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintained consistent policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provided recognition for achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gave opportunities to develop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provided constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Clearly communicated decisions and how they would effect your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- What are your suggestions or improvements to Management?

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.

Interviewer's Name and Signature:

Date: