

## Exit Interview -

**Employee Name:**

**Position:**

**Date of interview:**

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What are the reasons for leaving?

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 employees | <input type="checkbox"/> Conflict with managers | <input type="checkbox"/> Family and/or personal reasons |
| <input type="checkbox"/> Company instability           | <input type="checkbox"/> Other                  |   |

Comments

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Please rank the following:

### ■ The Job itself

|  | <b>Strongly Disagree</b> | <b>Disagree</b>          | <b>Agree</b>             | <b>Strongly Agree</b>    |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 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?

# Exit Interview –

## 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                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There are adequate parking facilities                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The business did not discriminate against any employee       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

# Exit Interview –

## Supervisor

|   | 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 affect 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 affect your work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

■ What are your suggestions or improvements to Management?

Thank you for completing this information. Your responses will be treated with total confidence.