

Exit Interview

Employee Name:

Position:

Date of interview:

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

Please rank the following:

The Job itself

	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?

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"/>
Salary was 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?

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