EXIT INTERVIEW

|  |
| --- |
| NAME: |
| JOB TITLE: |
| DIVISION / UNIT: |
| START DATE WITH ORGANIZATION: |
| START DATE IN POSITION: |
| SEPARATION DATE: |

1. Please describe the main reason(s) you are leaving our company.

1. Please rank the following:

▌**The Job itself**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| Job was challenging |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There were sufficient opportunities for advancement |  |  |  |  |  |  |  |  |  |  |  |  |
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| Workload was manageable |  |  |  |  |  |  |  |  |  |  |  |  |
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| Sufficient resources and staff were available |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Your colleagues listened and appreciated your suggestions |  |  |  |  |  |  |  |  |  |  |  |  |
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| You were given fair training and assistance. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Your job description changed since you were hired |  |  |  |  |  |  |  |  |  |  |  |  |

* What do you think we can improve about the job?

▌**Salary & Benefits**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| The salary was adequate in relation to my responsibilities |  |  |  |  |  |  |  |  |  |  |  |  |
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| Wages were paid on time |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other benefits were good |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work-life balance was promoted |  |  |  |  |  |  |  |  |  |  |  |  |
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* 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 |  |  |  |  |  |  |  |  |  |  |  |  |
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| Was a good and positive environment to work in |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Had adequate equipment to do the work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There were sufficient staff to cover the work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Internal communication worked well |  |  |  |  |  |  |  |  |  |  |  |  |
| The business did not discriminate against any employee |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |

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

▌ **Supervisor / Direct Manager**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| Had sufficient knowledge of the job |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Is experienced in supervision |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Was open to suggestions |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Recognized and acknowledged achievements |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Acknowledged employee’s contributions |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Offered and promoted ways to develop |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provided constructive feedback |  |  |  |  |  |  |  |  |  |  |  |  |

* What are your suggestions to your Supervisor?

▌**Management**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| Always gave fair and equal treatment |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Was available to discuss job related issues |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Encouraged feedback and suggestions |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintained consistent policies and practices |  |  |  |  |  |  |  |  |  |  |  |  |
| Provided recognition for performance |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gave opportunities to develop |  |  |  |  |  |  |  |  |  |  |  |  |
| Provided constructive feedback |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clearly communicated decisions and how they would affect your work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |

* What are your suggestions to Management?

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