

EXIT INTERVIEW

Date _____

Name <i>(optional)</i>			
Department			
Title			
Employment Type <i>(please circle)</i>	Full Time / Part Time	Length of Service	Years Months

What were your reasons for leaving the company?

- | | | |
|---|---|--|
| <input type="checkbox"/> Desire for career change | <input type="checkbox"/> Lack of recognition for work | <input type="checkbox"/> Poor leadership / supervision |
| <input type="checkbox"/> Health issues | <input type="checkbox"/> Redundancy | <input type="checkbox"/> Lack of empowerment |
| <input type="checkbox"/> Care giving responsibilities | <input type="checkbox"/> Change of address | <input type="checkbox"/> Lack of advancement opportunities |
| <input type="checkbox"/> Family or personal needs | <input type="checkbox"/> Insufficient remuneration | <input type="checkbox"/> Non-renewal of contract or position |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Poor work conditions / culture | <input type="checkbox"/> Workload too high |
| <input type="checkbox"/> To further education | <input type="checkbox"/> Poor training / expectations | <input type="checkbox"/> Other |
| <input type="checkbox"/> Job offer | <input type="checkbox"/> Benefit dissatisfaction | |

What was your main reason for leaving the company?

What factors attracted you to the role

- Interesting position
 - Opportunities for advancement, growth
 - Career progression
 - Pay
 - Opportunities for training
 - Location
 - Other
-

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How long had you been considering leaving the company?

- Less than one month
- One to three months
- Three to six months
- More than six months

How satisfied were you with the quality of your work environment?

- Very dissatisfied
- Dissatisfied
- Satisfied
- Very satisfied

How satisfied were you with the company provided benefits?

- Very dissatisfied
- Dissatisfied
- Satisfied
- Very satisfied

How satisfied were you with potential for advancement?

- Very dissatisfied
- Dissatisfied
- Satisfied
- Very satisfied

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Please tell us how much you agree or disagree with each of the following statements:

My immediate supervisor was respectful and fair

- Strongly disagree
- Disagree
- Agree
- Strongly agree

My immediate supervisor was knowledgeable about my job

- Strongly disagree
- Disagree
- Agree
- Strongly agree

I received the training I needed to do my job

- Strongly disagree
- Disagree
- Agree
- Strongly agree

I was given adequate time to complete my job responsibilities

- Strongly disagree
- Disagree
- Agree
- Strongly agree

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I was given adequate physical space needed to perform my job responsibilities

- Strongly disagree
- Disagree
- Agree
- Strongly agree

I found my work interesting and stimulating

- Strongly disagree
- Disagree
- Agree
- Strongly agree

My co-workers treated me with respect

- Strongly disagree
- Disagree
- Agree
- Strongly agree

My workload was

- Too much
- Just about right
- Too little

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What did you like most about working for this company?

What did you like least about working for this company?

Overall, how satisfied were you working for the company?

- Very dissatisfied
- Dissatisfied
- Satisfied
- Very satisfied

What, if anything, could have been done to keep you with the company?

Did you receive regular feedback regarding your performance?

- Yes
- No

How often did you receive feedback regarding your performance?

- Every week
- Every month
- Every three to six months
- Once a year
- Less than once a year
- Never

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When was your last formal performance appraisal?

Date: _____

Would you consider working for this company again?

- Yes
- No
- Don't Know

Would you recommend others to work for this company?

- Yes
- No
- Don't Know

What constructive suggestions do you have for improving employment within the organisation?

What makes your future employer/position more attractive than your current position (if applicable)?

Any further comments you would like to add?

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