

EXIT INTERVIEW FORM

Employee ID:* YHX123456789

Name:* Farhan Khan

Job Title:* BOSS

Department:* Department

Joining Date:* 06-10-2020

Separation Date:* 18-10-2020

RETURN OF:* Cabinet/Drawer Keys



Institute Phone /Blackberry



Identity Card



Institute Document



Laptop



Other



Reason for leaving (Voluntary/Involuntary):* Voluntary

1. Did you feel sufficiently trained and oriented for your job?:* AAAAAAAAAAAAAA

2. Did you feel that you were treated with respect & responsibility by co-employees and management? :* BBBBBBBBBBBBBBBB

3. Do you feel that you could have done your job better if you were provided different or better resources? What resources would you have needed? :* CCCCCCCCCCCCCCCC

4. Did you feel free to discuss suggestions or problems with your supervisor or manager? :* DDDDDDDDDDDDDD

5. Did your supervisor or manager provide you with clear instructions and expectations? :* EEEEEEEEEEEEEEEE

6. Were any employees given preferential treatment or discriminated against? :*

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7. Did you witness or have knowledge of any unethical or illegal acts or practices engaged in by any employees of this Institute? :*

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8. Do you have any suggestions for improving Institute management? :*

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9. Were working conditions satisfactory? Was your pay adequate? :*

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10. Do you have any suggestions for improving communication in this Institute? :*

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11. Do you have any suggestions for improving Student relations in this Institute? :*

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12. Do you have any suggestions for improving employee motivation in this Institute? :*

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13. Do you have a new job that you expect to begin within the next few weeks? With whom? What does that Institute offer you that this Institute didn't? :*

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14. Do you feel your training was adequate? :*

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15. Would you consider coming back to the Institute? :*

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16. Are security arrangements appropriate in the Institute? Could they be improved? :*

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I have returned, or arranged for the return of, all Institute property, including, but not limited to, computers, software, documents, financial records, personnel files, equipment and tools, vehicles, credit cards, keys, security cards, parking passes, works in progress, client or customer lists, books, resource materials, and confidential or trade secret items.*

Applicant Name:*

Aman

DATE:*

13-10-2020