▌Exit Interview – **{{ cn }}**

**Employee Name: {{ en }}**

**Position: {{ pos }}**

**Date of interview: {{ date }}**

What are the reasons for leaving?

**{{ roleave }}**

* Comments – **{{ col }}**

Please rank the following:

▌**The Job itself**

* Job was challenging- **{{ jwc }}**
* There were sufficient opportunities for advancement - **{{ so }}**
* Workload was manageable - **{{ wwm }}**
* Sufficient resources and staff were available- **{{ ssc }}**
* Your colleagues listened and appreciated your suggestions - **{{ cl }}**
* Your skills were effectively used - **{{ seu }}**
* You had access to adequate training and development programs - **{{ at }}**
* What do you think can be improved about the job? – **{{ coj }}**

▌ **Remuneration & Benefits**

* The salary was adequate in relation to responsibilities - **{{ sar }}**
* Wages were paid on time - **{{ wot}}**
* Other benefits were good - **{{ obwg }}**
* Work-life balance was promoted and practiced - **{{ wlb }}**
* The company’s superannuation fund returned good results - **{{ csup }}**
* What improvements, other benefits could the company offer? – **{{ iob }}**

▌ **The Company**

* When you started, did the induction help and was it accurate - **{{ wys }}**
* Was a good and positive environment to work in - **{{ wagap }}**
* Had adequate equipment to do the work - **{{ hae }}**
* Got on well with other staff within the company - **{{ gowwo }}**
* There were sufficient staff to cover the work - **{{ twss }}**
* The company was efficient in it’s dealings – **{{ cwei }}**
* Internal communication worked well – **{{ icww }}**
* There was no bullying or harassment – **{{ twnboh }}**
* There are adequate parking facilities – **{{ twapf }}**
* The business did not discriminate against any employee – **{{ bdnd }}**
* What do you think can be improved about the Department and Company? – **{{ iad }}**

▌ **Supervisor / Line Manager**

* Had sufficient knowledge of the job – **{{ hsfa }}**
* Is experienced in supervision – **{{ ieis }}**
* Was open to suggestions – **{{ wotss }}**
* Recognized and acknowledged achievements – **{{ raaa }}**
* Acknowledged employees contributions – **{{ aecce }}**
* Offered and promoted ways to develop – **{{ oapwtd }}**
* Provided constructive feedback – **{{ pcf }}**
* Clearly communicated management decisions and how they would effect your work – **{{ ccmd }}**
* Maintained a professional relationship with you – **{{ maprwu }}**
* What are your suggestions or improvements to your Supervisor? – **{{ soits }}**

▌ **Management**

* Gave fair and equal treatment – **{{ gfaet }}**
* Was available to discuss job related issues – **{{ watdjri }}**
* Encouraged feedback and suggestions – **{{ efas }}**
* Maintained consistent policies and practices – **{{ mcpap }}**
* Provided recognition for achievements – **{{ prfaaa }}**
* Gave opportunities to develop – **{{ gotd }}**
* Provided constructive feedback – **{{ pcfff }}**
* Clearly communicated decisions and how they would effect your work – **{{ ccda }}**
* What are your suggestions or improvements to Management? – **{{ wausaitm}}**