



NIGERIAN CIVIL AVIATION AUTHORITY

NNAMDI AZIKIWE INTERNATIONAL AIRPORT, ABUJA.

EXIT INTERVIEW FORM

EMPLOYEE NAME:

STAFF NO.:

GRADE LEVEL:

DIR. /DEPT.:

DATE OF INTERVIEW:

We want to improve our personnel practices and make the Authority a better place to work. Your answers will be kept confidential.

What are your reasons for leaving?

Select one or more:

- | | | | | | |
|-------------------------------|--------------------------|----------------------------------|--------------------------|---------------------------|--------------------------|
| 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 Reporting Officers | <input type="checkbox"/> | Family and/or Personal | <input type="checkbox"/> |

Other reason(s) – State reasons below:

Please rank the following opinions by ticking as appropriate.

THE JOB

| | STRONGLY DISAGREE | DISAGREE | AGREE | STRONGLY AGREE |
|---|----------------------|----------|-------|-------------------|
| Job was challenging. | | | | |
| There were sufficient opportunities for advancement. | | | | |
| Workload was manageable. | | | | |
| Sufficient resources and staff were available. | | | | |
| Your colleagues listened and appreciated your suggestions. | | | | |
| Your skills were effectively used. | | | | |
| You had access to adequate training and development programs. | | | | |

Please suggest improvement ideas on the job below:

REMUNERATION & BENEFITS

| The salary was adequate in relation to responsibilities. | STRONGLY DISAGREE | DISAGREE | AGREE | STRONGLY AGREE |
|--|----------------------|----------|-------|-------------------|
| | | | | |
| Wages were paid on time. | | | | |
| Other benefits were good. | | | | |
| Work-life balance was promoted and practiced. | | | | |

Please suggest improvement ideas on remuneration & benefits below:

THE AUTHORITY

| Upon your appointment, the induction/orientation conducted for you helped and it was accurate. | STRONGLY DISAGREE | DISAGREE | AGREE | STRONGLY AGREE |
|--|----------------------|----------|-------|-------------------|
| A good and positive environment to work was provided. | | | | |
| You had adequate work tools. | | | | |
| You got on well with other staff within the Authority. | | | | |
| There were sufficient staff to cover the work. | | | | |
| The Authority was efficient in its dealings. | | | | |
| Internal communication worked well. | | | | |
| There was bullying or harassment. | | | | |
| The Management of the Authority did not discriminate against any employee. | | | | |

Please suggest improvement ideas for the Authority below:

SUPERVISOR/REPORTING OFFICER

| | STRONGLY DISAGREE | DISAGREE | AGREE | STRONGLY AGREE |
|--|----------------------|----------|-------|-------------------|
| Has sufficient knowledge of the job. | | | | |
| Is experienced in supervision. | | | | |
| Was open to suggestions. | | | | |
| Recognized and acknowledged achievements. | | | | |
| Acknowledge employees contributions. | | | | |
| Offered and promoted ways to develop. | | | | |
| Provided constructive feedback. | | | | |
| Clearly communicated Management decisions and how they would affect your work. | | | | |
| Maintained a professional relationship with you. | | | | |

Please suggest improvement ideas to your Supervisor/Reporting Officer below:

MANAGEMENT

| | STRONGLY DISAGREE | DISAGREE | AGREE | STRONGLY AGREE |
|---|----------------------|----------|-------|-------------------|
| Gave fair and equal treatment. | | | | |
| Was available to discuss job related issues. | | | | |
| Encouraged feedback and suggestions. | | | | |
| Maintained consistent policies and practices. | | | | |
| Provided recognition for achievements. | | | | |
| Gave opportunities to develop. | | | | |
| Provided constructive feedback. | | | | |
| Clearly communicated decisions and how they would affect your work. | | | | |

Please suggest improvement ideas to Management below:
