



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

	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE
The salary was adequate in relation to responsibilities.				
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

	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE
Upon your appointment, the induction/orientation conducted for you helped and it was accurate.				
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: