*We would appreciate you taking about 8-10 minutes to answer the following questions as honestly as possible. Your individual responses are treated as confidential, and will not become part of your personnel file.*

We believe that the information is of vital importance and will assist in analysing our employee retention and turnover. Thank you for your cooperation!

|  |  |
| --- | --- |
| Name: | Employment Date: |
| Department: | Resignation Date: |
| Position: | Manager/Lead: |

**(1) Reasons for resigning (You can tick more than one):**

1. Better Compensation
2. Better Growth Opportunities
3. Higher Education
4. Work Related Issues (Please Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Personal Reasons (Please Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Others (Please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(2) During your tenure with us;**

|  |  |
| --- | --- |
| 1. Did you know what was expected of you at work? | Yes/No |
| 1. Did you have the materials and equipment to do your work right? | Yes/No |
| 1. At work, did you have the opportunity to do what you did best every day? | Yes/No |
| 1. In the last seven days, have you received recognition or praise for doing good work? | Yes/No |
| 1. Does your Team Lead, or someone at work, seem to care about you as a person? | Yes/No |
| 1. Is there someone at work who encourages your development? | Yes/No |
| 1. At work, do your opinions seem to count? | Yes/No |
| 1. In the last six months, has someone at work talked to you about your progress? | Yes/No |
| 1. In the last year, have you had opportunities to learn and grow? | Yes/No |

Before making your decision to leave, did you investigate other options that would enable you to stay?   [  ] Yes   [  ] No

If "yes", describe:

**(3) What did you think of your supervision in regard to the following?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Almost always | Sometimes | Never | Comments |
| Demonstrated fair and equal treatment | ​ | ​ | ​ |  |
| Provided recognition on the job |  |  |  |  |
| Developed cooperation and teamwork |  |  |  |  |
| Encouraged/listened to suggestions |  |  |  |  |
| Resolved complaints and problems |  |  |  |  |
| Followed policies and practices |  |  |  |  |

**(4) How would you rate the following in relation to your job?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor | Comments |
| Cooperation within your department |  |  |  |  |  |
| Cooperation with other departments |  |  |  |  |  |
| Communications in your department |  |  |  |  |  |
| Communications between you and your HR/Lead/Management |  |  |  |  |  |
| Morale in your department |  |  |  |  |  |
| Job Satisfaction |  |  |  |  |  |
| Training you received |  |  |  |  |  |
| Growth Potential |  |  |  |  |  |

Was your workload usually:  
[  ] Too great  
[  ] Varied, but all right  
[  ] About right  
[  ] Too light

**(5)** **How did you feel about your salary and the employee benefits?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Fair** | **Poor** | **Comments** |
| Base Salary |  |  |  |  |  |
| Performance Incentives |  |  |  |  |  |
| Vision Plan |  |  |  |  |  |
| Health Insurance |  |  |  |  |  |
| Paid-time-off |  |  |  |  |  |
| Other |  |  |  |  |  |

Are there any other benefits you feel should have been offered?  
[  ] Yes  [  ] No  
If "Yes", what? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Any other comments on benefits?
2. How frequently did you get performance feedback?
3. What were your feelings about the performance review process?
4. How frequently did you have discussions with your Team Lead/Management about your career goals?
5. What did you like most about your job and/or this company?

1. What did you like least about your job and/or this company?
2. What does your new job offer that your job with this company does not?

1. Why is the new job/company better?
2. Do you have any suggestions for improvement? Have you raised them in the past?
3. Additional comments about your job or this company:
4. Would you recommend this company to a friend as a place to work?  
   [  ]  Yes, without reservations                     [  ]  Yes, with reservations   [  ] No