# 



Dear Mr. \_\_\_\_\_\_\_\_,

## **EXIT APPRAISAL**

As you leave ASB, we shall appreciate your free and frank comments on some aspects of your employment in the company. We very much value your objective feedback to look at our own policies, and practices. Please be rest assured that your comments will remain strictly confidential. When you complete this form, please return it in an envelope marked ‘STRICTLY CONFIDENTIAL’ EITHER TO YOUR Department Head or Head – HR or to the Executive Director, directly, as you deem fit and proper.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Signature



#### PERSONAL DATA

##### Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group / Grade\_\_\_\_\_\_\_\_\_ Dept. \_\_\_\_\_\_\_\_\_

Date of joining service: \_\_\_\_\_\_\_\_\_\_\_\_ Date of confirmation\_\_\_\_\_\_\_\_\_

Last day of service: \_\_\_\_\_\_\_\_\_\_

## **To be filled by employee**

1. Reasons for separation (better job opportunity / family obligation/ lack of advancement/ salary and perquisites / health / further studies/ supervision, etc.) Please explain in detail;
2. When you started working for the Company how long did you intend to stay and what were your expectations?
3. Under what conditions would you have stayed back with the Company?
4. What sort of employment are you taking up now and at what additional benefits/compensation/conditions?
5. Rate the following ;(Please give your descriptive remarks)

|  | Excel. | Good | Average | Poor | Remarks |
| --- | --- | --- | --- | --- | --- |
| **a.** Working relationship with your Supervisor/Manager. |  |  |  |  |  |
| **b.** Your compensation and service Conditions. |  |  |  |  |  |
| **c.** Your training/ on the job development. |  |  |  |  |  |
| **d.** Your promotional opportunities. |  |  |  |  |  |
| **e.** Handling of your grievances /problems |  |  |  |  |  |
| **f.** Any other factors-please elaborate here. |  |  |  |  |  |



1. What did you like most about:

a. Your Job: C. Your Supervisor:

b. The Company: d. Colleagues in your Dep.:



1. What did you like least about:

a. Your Job: C. Your Supervisor:

b. The Company: d. Colleagues in your Dep.:



1. Any other comments, remarks and suggestions :
2. Would you wish to rejoin (Company), should an offer be made in future? Yes/No Why?

Date: Employee’s Signature: