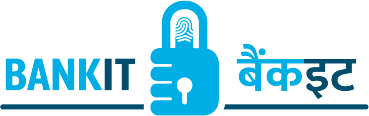
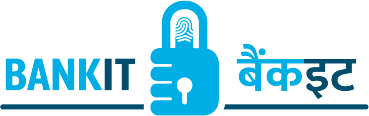
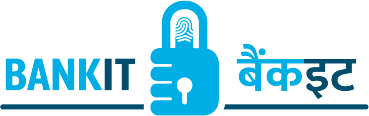
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**Exit Interview Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Code:** |  |  |  | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| **Employee’s Name:** |  |  |  | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| **Company:** |  |  |  | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| **Designation:** |  |  |  | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| **Project / Department:** |  |  |  | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| **Date Of Joining:** |  |  |  | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| **Immediate Manager’s Name:** |  |  |  | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| **Reason for Departure:** |  |  Resignation | | | |  Retirement | | | |  |  End of Contract | | |  |
|  |  |  Other Reason *(specify)* | | | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Please rate the following aspects of your employment experience with Bankit?** | | | | | | | | | | | | | |  |
|  |  |  |  |  | | |  | |  |  |  |  |  |  |
|  |  |  | **JOB / PROFILE SPECIFIC** | | | | |  | |  |  |  |  |  |
|  |  |  | |  | | |  | |  |  |  |  |  |  |
| Satisfaction level with the group in which I |  |  Highly Satisfied  Very satisfied | | | | | | | |  Satisfied  Somewhat Satisfied | | | |  |
| worked |  |  Dissatisfied | | | |  |  |  |  |  |  |  |  |  |
|  |  | Comments (if any): | | | |  |  |  |  |  |  |  |  |  |
|  |  |  | |  | | |  | |  |  |  |  |  |  |
| Satisfaction level with the use of my skills |  |  Highly Satisfied  Very satisfied | | | | | | | |  Satisfied  Somewhat Satisfied | | | |  |
| and abilities in present job |  |  Dissatisfied | | | |  |  |  |  |  |  |  |  |  |
|  |  | Comments (if any): | | | |  |  |  |  |  |  |  |  |  |
|  |  |  | |  | | |  | |  |  |  |  |  |  |
| Recognition received for the job well done |  |  Highly Satisfied  Very satisfied | | | | | | | |  Satisfied  Somewhat Satisfied | | | |  |
|  |  |  Dissatisfied | | | |  |  |  |  |  |  |  |  |  |
|  |  | Comments (if any): | | | |  |  |  |  |  |  |  |  |  |
|  |  |  | |  | | |  | |  |  |  |  |  |  |
| Challenges offered by my job |  |  Highly Satisfied  Very satisfied | | | | | | | |  Satisfied  Somewhat Satisfied | | | |  |
|  |  |  Dissatisfied | | | |  |  |  |  |  |  |  |  |  |
|  |  | Comments (if any): | | | |  |  |  |  |  |  |  |  |  |
|  |  |  | |  | |  |  |  |  |  |  |  |  |  |
|  | **MANAGERIAL** | | | | |  |  |  |  |  |  |  |  |  |
|  |  |  | |  | | |  | |  |  |  |  |  |  |
| Work and responsibility delegated to me |  |  Highly Satisfied  Very satisfied | | | | | | | |  Satisfied  Somewhat Satisfied | | | |  |
| according to my ability |  |  Dissatisfied | | | |  |  |  |  |  |  |  |  |  |
|  |  | Comments (if any): | | | |  |  |  |  |  |  |  |  |  |
|  |  |  | |  | | |  | |  |  |  |  |  |  |
| Assistance extended by superiors to |  |  Highly Satisfied  Very satisfied | | | | | | | |  Satisfied  Somewhat Satisfied | | | |  |
| resolve the conflict among subordinates |  |  Dissatisfied | | | |  |  |  |  |  |  |  |  |  |
|  |  | Comments (if any): | | | |  |  |  |  |  |  |  |  |  |
|  |  |  | |  | | |  | |  |  |  |  |  |  |
| Respect shown by superiors to their |  |  Highly Satisfied  Very satisfied | | | | | | | |  Satisfied  Somewhat Satisfied | | | |  |
| subordinates |  |  Dissatisfied | | | |  |  |  |  |  |  |  |  |  |
|  |  | Comments (if any): | | | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Encouragement to innovative thinking in | |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| my department by Superiors. | |  |  |  Dissatisfied | | |  |  |
|  |  |  |  | Comments (if any): | | |  |  |
|  |  |  |  |  | |  |  |  |
| Overall satisfaction with the Department I | |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| am leaving. | |  |  |  Dissatisfied | | |  |  |
|  |  |  |  | Comments (if any): | | |  |  |
|  |  |  |  |  | | |  |  |
|  |  |  |  | **COMPENSATION / BENEFITS** | | |  |  |
|  |  |  |  |  | |  |  |  |
| Salary Structure assigned to me was tax | |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| friendly. | |  |  |  Dissatisfied | | |  |  |
|  |  |  |  | Comments (if any): | | |  |  |
|  |  |  |  |  | | |  |  |
| Overall benefits offered in the company | |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| were competitive as per my role and | |  |  |  Dissatisfied | | |  |  |
| ability. | |  |  | Comments (if any): | | |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | | |  |  |
| Overall satisfaction with compensation & | |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| benefits offered by the company. | |  |  |  Dissatisfied | | |  |  |
|  |  |  |  | Comments (if any): | | |  |  |
|  |  |  |  | | | |  |  |
|  | **WORK ENVIRONMENT / INFRASTRUCTURE** | | | | | |  |  |
|  | |  |  |  | | |  |  |
| My work space was adequate to perform | |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| my duties | |  |  |  Dissatisfied | | |  |  |
|  |  |  |  | Comments (if any): | | |  |  |
|  |  |  |  |  | | |  |  |
|  |  |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| Level of Hygiene within the Organization | |  |  |  Dissatisfied | | |  |  |
|  |  |  |  | Comments (if any): | | |  |  |
|  | |  |  |  | | |  |  |
| General Health & Safety conditions within | |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| the company. | |  |  |  Dissatisfied | | |  |  |
|  |  |  |  | Comments (if any): | | |  |  |
|  | |  |  |  | | |  |  |
| Resources provided by my superior needed | |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| to do my work | |  |  |  Dissatisfied | | |  |  |
|  |  |  |  | Comments (if any): | | |  |  |
|  |  |  |  | | | |  |  |
|  |  | **EMPLOYEE ENGAGEMENT** | | | | |  |  |
|  | |  |  |  | | |  |  |
| Information about the future plans of the | |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| Company shared on time to time basis. | |  |  |  Dissatisfied | | |  |  |
|  |  |  |  | Comments (if any): | | |  |  |
|  |  |  |  |  | | |  |  |
| Flow of Information & Communication | |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
|  |  |  | Dissatisfied | |  |  |
| Within Department. | |  |  |  |  |  |
|  |  | Comments (if any): | | |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | | |  |  |
|  |  |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| Policies and Procedures of the company | |  |  |  Dissatisfied | | |  |  |
|  |  |  |  |  |  |  |
| and changes in the same are shared on | |  |  | Comments (if any): | | |  |  |
| timely basis. | |  |  |  |  |  |  |  |
|  |  |  |  |  | | |  |  |
|  |  |  |  |  Highly Satisfied  Very satisfied | | |  Satisfied  Somewhat Satisfied |  |
| Regular staff meetings conducted by | |  |  |  Dissatisfied | | |  |  |
|  |  |  |  |  |  |  |
| superiors with subordinates. | |  |  | Comments (if any): | | |  |  |
|  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Inter / Intra group level communication | | | |  |  |  Highly Satisfied  Very satisfied | |  Satisfied  Somewhat Satisfied |  |
|  |  |  | Dissatisfied |  |  |
| and co-ordination | | |  |  |  |  |  |  |
|  |  |  | Comments (if any): | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  | **GROWTH AND DEVELOPMENT** | | |  |  |
|  | | |  |  |  |  | |  |  |
|  | Career development | | opportunities in | the |  |  Highly Satisfied  Very satisfied | |  Satisfied  Somewhat Satisfied |  |
| organization | | (e.g. | coaching from | the |  |  Dissatisfied | |  |  |
| manager, participation in cross-training or | | | | |  | Comments (if any): | |  |  |
| temporary | | assignment, attendance | | at |  |  |  |
|  |  |  |  |  |
| training courses, challenging assignments) | | | | |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  |
| Appropriate Training need identification | | | |  |  |  Highly Satisfied  Very satisfied | |  Satisfied  Somewhat Satisfied |  |
|  |  |  | Dissatisfied |  |  |
| and fulfillment. | | |  |  |  |  |  |  |
|  |  |  | Comments (if any): | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  Highly Satisfied  Very satisfied | |  Satisfied  Somewhat Satisfied |  |
| Future Role clarity and facilitation. | | | |  |  |  Dissatisfied | |  |  |
|  |  |  |  |  |  | Comments (if any): | |  |  |
|  |  |  |  |  |  |  | |  |  |
| Resources and support availability for | | | |  |  |  Highly Satisfied  Very satisfied | |  Satisfied  Somewhat Satisfied |  |
|  |  |  Dissatisfied | |  |  |
| career progression. | | |  |  |  |  |  |
|  |  |  | Comments (if any): | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

What did you find most satisfying during your tenure?

What did you find most lacking during your tenure?

What would you strongly recommend as an improvement opportunity?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Would you recommend the Company in |  | Most Definitely | With Reservations | No |  |
|  |  |  |  |  |
| your Professional network? |  |  |  |  |  |
|  |  |  |  |  |  |
| **Comments of the Interviewer(s):** |  |  |  |  |  |

**Name:**

**Signature of the Interviewer(s)** **Date:**