

Exit Interview Questionnaire

Name of Employee : _____

Position : _____ Department : _____

SECTION A : REASON FOR RESIGNATION (Please tick ☐ where applicable)

- | | | |
|---|--|---|
| <input type="checkbox"/> Further studies | <input type="checkbox"/> Health | <input type="checkbox"/> Dissatisfied- relationship with superior |
| <input type="checkbox"/> Family obligations | <input type="checkbox"/> Lack of career advancement | <input type="checkbox"/> Dissatisfied- salary & benefits |
| <input type="checkbox"/> Self-employment/ Family Business | <input type="checkbox"/> Lack of training/ development/ coaching | <input type="checkbox"/> Dissatisfied – work conditions |
| <input type="checkbox"/> Relocation – Overseas | <input type="checkbox"/> Lack of dept direction, policies & procedure | <input type="checkbox"/> Dissatisfied – organization culture |
| <input type="checkbox"/> Relocation – Local | <input type="checkbox"/> Dissatisfied – job duties/ role/ job mismatch | <input type="checkbox"/> Transportation problem – work location |
| <input type="checkbox"/> Better offer by new employer | <input type="checkbox"/> Dissatisfied – relationship with colleagues | <input type="checkbox"/> Others _____ |

Where are you leaving to?

- | | | |
|---|---|---|
| <input type="checkbox"/> Banking & Finance | <input type="checkbox"/> Govt Sector | <input type="checkbox"/> Fast Moving Consumer Goods |
| <input type="checkbox"/> IT & Telco | <input type="checkbox"/> Travel & Hotel | <input type="checkbox"/> Oil & Gas |
| <input type="checkbox"/> Construction/Manufacturing | <input type="checkbox"/> Pharmaceutical/Biotech | <input type="checkbox"/> Insurance/Reinsurance |
| <input type="checkbox"/> Others | | |

SECTION B

Please rate the following according to the ratings given below:-

Rating:- (5) - Excellent : (4) - Good : (3) - Satisfactory : (2) - Fair : (1) - Poor

		<u>Remarks</u>
The Company as a Work Place <input type="checkbox"/>	General working conditions in this Company	
The Company as a Work Place <input type="checkbox"/> <input type="checkbox"/>	Level of satisfaction, in forms of salary, in relation to your job scope and responsibilities Benefits package	
Employee Development <input type="checkbox"/> <input type="checkbox"/>	The Company's training programmes in meeting your development needs Guidance and direction given by your superior/ Heads of Departments	
Career Advancement <input type="checkbox"/>	The opportunity for career growth/promotion in this Company	
Superiors and Colleagues <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Level of fair treatment as demonstrated by your superiors Standard of co-operating and teamwork amongst colleagues in your department Standard of co-operation and teamwork amongst colleagues other departments	

SECTION C

1. Why have you decided to leave the Company?

2. Have you shared your concerns with anyone in the Company prior to deciding to leave?

3. What does your next Company offer that encouraged you to accept their offer and leave this Company?

4. What did you appreciate most while at the Company?

5. What did you find most frustrating while at the Company?

6. The quality of supervision is important to most people at work. How was your relationship with your manager?

7. What could your supervisor do to improve his or her management style and skill?

8. What are your views about management and leadership, in general, in the Company?

9. What do you like most about your job?

10. What did you dislike about your job? What would you change about your job?

11. Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing?

12. We try to be an employee-oriented Company in which employees experience positive morale and motivation. What is your experience of employee morale and motivation in the Company?

13. Were your job responsibilities characterized correctly during the interview process and orientation?

14. Do you understand the job expectations and/or targets when you were hired? (If no please explain).

15. Did you receive adequate feedback about your performance day-to-day and in the performance development planning process?

16. Did you clearly understand and feel a part of the accomplishment of the Company mission and goals?

17. Did the management of the Company care about and help you accomplish your personal and professional development and career goals?

18. What would you recommend to help us create a better workplace?

19. Do the policies and procedures of the Company help to create a well-managed, consistent and fair workplace in which expectations are clearly defined?

20. Describe the qualities and characteristics of the person who is most likely to succeed in this Company.

21. What are the key qualities and skills we should seek in your replacement?

22. Do you have any recommendations regarding our benefits and other reward and recognition efforts?

23. What would make you consider working for this company again in the future? Would you recommend the Company as a good place to work to your friends and family.

24. Is there anything the Company could have done to prevent you from leaving?

25. Can you offer any other comments that will enable us to understand why you are leaving, how we can improve, and what we can do to become a better Company?

26. Other comments:

Employee's Signature : _____

Date : _____

Thank you for your valuable feedback!