|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXIT INTERVIEW QUESTIONS (Edit as required): (To be conducted by HR for employees who resign)** | | | | |
| **Employee Name:** | |  | **Employee No:** |  |
| **Joining Date:** | |  | **Job Title:** |  |
| **Last working Date:** | |  | **Department/Project:** |  |
| **Questionnaires** | | | **Comments by Interviewer** | |
| 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 | *Was a single event responsible for your decision to leave?* | |  | |
|
|
| 4 | *What does your new company offer that encouraged you to accept their offer and leave this company?* | |  | |
|
|
| 5 | *What do you value about the company?* | |  | |
|
|
| 6 | *What did you dislike about the company?* | |  | |
|
|
| 7 | *The quality of Leadership is important to most people at work. How was your relationship with your manager?* | |  | |
|
|
| 8 | *What could your line manager do to improve his or her management style and skill?* | |  | |
|
|
| 9 | *What are your views about management and leadership, in general, in the company?* | |  | |
|
|
| 10 | *What did you like most about your job?* | |  | |
|
|
| 11 | *What did you dislike about your job? What would you change about your job?* | |  | |
|
|
| 12 | *Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing?* | |  | |
|
|
| 13 | *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?* | |  | |
|
|
| 14 | *Were your job responsibilities characterized correctly during the interview process and orientation?* | |  | |
|
| 15 | *Did you have clear goals and know what was expected of you in your job?* | |  | |
|
|
| 16 | *Did you receive adequate feedback about your performance day-to-day and in the performance planning process?* | |  | |
|
|
| 17 | *Did you clearly understand and feel a part of the accomplishment of the company mission and goals?* | |  | |
|
|
| 18 | *Describe your experience of the company’s commitment.* | |  | |
|
|
| 19 | *Did the organization care about and help you accomplish your personal and professional development and career goals?* | |  | |
|
|
| 20 | *What would you recommend to help us improve National Ambulance's workplace?* | |  | |
|
|
| 21 | *Do the policies and procedures of National ambulance help to ensure a consistent, and fair workplace in which expectations are clearly defined?* | |  | |
|
|
| 22 | *Describe the competencies of the person who is most likely to be successful in National ambulance.* | |  | |
|
|
| 23 | *What are the key competencies and skills we should seek in your replacement?* | |  | |
|
|
| 24 | *Do you have any suggestions regarding our recognition efforts plans?* | |  | |
|
|
| 25 | *What would make you consider working for National ambulance again in the future? Would you recommend the company as a good place to work to your friends and family?* | |  | |
|
|
| **Employee’s Signature / Additional Comments:** | | | | |
| **Signature: Additional Comments (if any):**    **Date:** | | | | |
| **HR Comments:** | | | | |
|  | | | | |
| **Comments by HR Manager / HR Approval:** | | | | |
| **HR & Corporate Services Manager/Head of Emiratization Program** | | | | |
| **Comments by Employee’s Line Manager:** | | | | |
| ***(Please include recommendation on future employment)***  **Name:**  **Signature:**  **Date:** | | | | |