



Exit Interview Questionnaire

PRIVATE & CONFIDENTIAL

(This form is to be completed by an employee who is leaving the Company at least one (1) week before they left the Company)

PURPOSE / OBJECTIVE

- *To get feedback from resigning staff on why they want to leave the Company.*
- *The information will assist the Company in addressing relevant concerns with the objective of making the Company, **MTD GROUP**, the employer of choice.*

Guidelines:

1. *All the information given in this Exit Interview Form is considered as Private & Confidential between an employee and the Company only.*
2. *Completed form must be sent to the Human Capital Division.*

STAFF NAME	
STAFF ID	
GRADE	
DEPARTMENT	
DATE JOINED	
LAST DAY OF WORK	

**Please answer all questions from page 1 to page 4*

A. QUESTIONS ABOUT YOURSELF

1. When you started working for the company did you intend to stay permanently?
Yes [] No []
2. What did you like most about your job?

3. What did you like least about your job?

B. QUESTIONS ABOUT YOUR JOB AND RESPONSIBILITY

1. Do you feel that your immediate superior? (X the appropriate boxes).

	NEVER	POOR	SATISFACTORY	GOOD	EXCELLENT
<input type="checkbox"/> Communicated Policies & Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Followed Policies & Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Demonstrated Fair Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Provided recognition for a job well done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintained cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Coached you on your job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Resolved complaints & problems promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Would you say morale among employees in your department was?

Excellent ☐ Good ☐ Fair ☐ Poor ☐

Comments (if any)

3. Would you say morale among employees in the Company was?

Excellent ☐ Good ☐ Fair ☐ Poor ☐

Comments (if any)

4. If you have the opportunity to be in charge of the Company, what changes would you made?

Comments (if any)

5. How did you view your chances for advancement?

Excellent ☐ Good ☐ Fair ☐ Poor ☐

6. How did you feel about the pay and fringe benefits provided by the Company?

Excellent ☐ Good ☐ Fair ☐ Poor ☐

A. REASON(S) FOR LEAVING (Check one or more)

Further studies	<input type="checkbox"/>	Health Reasons	<input type="checkbox"/>
Personal/Family matters	<input type="checkbox"/>	Retirement	<input type="checkbox"/>
Leaving State/Country	<input type="checkbox"/>	Spouse Transferred	<input type="checkbox"/>
Self-employment	<input type="checkbox"/>	Salary was inadequate	<input type="checkbox"/>
Better Job Opportunity	<input type="checkbox"/>	Lack of Supervision/Coaching	<input type="checkbox"/>
Lack of Advancement	<input type="checkbox"/>	Others (please specify)	<input type="checkbox"/>
Work Conditions	<input type="checkbox"/>	<hr/>	

B. Would you recommend the Company to your friends as a good place of work in?

Yes ☐ No ☐

C. Other comments or opinions that you would like to raise. Please specify below:

Staff Signature	Date:
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Please fold here

Please fold here

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TO:

**GROUP HUMAN CAPITAL DIVISION
MTD GROUP
1, JALAN BATU CAVES
68100 BATU CAVES
SELANGOR DARUL EHSAN**