

EMPLOYEE EXIT INTERVIEW QUESTIONNAIRE

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NaviFloor Robotics, Inc.

Confidential Human Resources Document

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1. EMPLOYEE INFORMATION

Full Name: _

Employee ID: _

Department:

Position/Title:

Start Date:

Last Day of Employment: _

Direct Supervisor: _

2. REASON FOR DEPARTURE

Please select the primary reason for leaving (check one):

-

☐ New position elsewhere

-

☐ Career change

-

☐ Relocation

-

☐ Retirement

-

☐ Personal reasons

-

☐ Return to school

-

☐ Other (please specify): _____

3. EMPLOYMENT EXPERIENCE ASSESSMENT

3.1 Role and Responsibilities

a) Were your job responsibilities clearly defined?

-

☐ Yes

- - 3 -

☐ No

Comments: _

b) Did your actual duties align with your job description?

-

☐ Yes

-

☐ No

Comments: _

3.2 Technical Resources and Support

a) Did you have adequate access to:

-

Technical equipment/tools ☐ Yes ☐ No

- - 4 -

Software/systems ☐ Yes ☐ No

-

Training materials ☐ Yes ☐ No

-

Documentation ☐ Yes ☐ No

b) Rate the quality of technical support (1-5):

3.3 Professional Development

a) Were you provided adequate opportunities for:

-

Skill development ☐ Yes ☐ No

-

Career advancement ☐ Yes ☐ No

- - 5 -

Technical certifications ☐ Yes ☐ No

-

Leadership training ☐ Yes ☐ No

4. ROBOTICS AND PROPRIETARY TECHNOLOGY

4.1 Access Review

Please confirm your level of access to:

-

☐ AMR Fleet Management Platform

-

☐ Navigation Algorithm Source Code

-

☐ LiDAR Calibration Tools

- - 6 -

[] Customer Implementation Data

-

[] Research & Development Materials

4.2 Knowledge Transfer

List any ongoing projects or critical information that requires handover:

-

-

-

5. CONFIDENTIALITY AND IP REMINDER

By completing this questionnaire, you acknowledge:

-

1 All proprietary information, including but not limited to NaviFloor's terrain

-

2 You have returned all company property, including:

-

☐ Laptop/Computer Equipment

-

☐ Access Cards/Keys

-

☐ Technical Documentation

-

☐ Customer Materials

- - 8 -

[] Development Tools

6. FEEDBACK ON COMPANY CULTURE AND ENVIRONMENT

6.1 Team Dynamics

Rate the following (1-5, 5 being highest):

-

Team collaboration: ____

-

Communication: ____

-

Innovation support: ____

-

Work-life balance: ____

6.2 Management Effectiveness

Rate your experience with:

-

Direct supervision: ____

-

Department leadership: ____

-

Executive team visibility: ____

-

Decision-making processes: ____

7. SUGGESTIONS FOR IMPROVEMENT

Please provide constructive feedback on:

- - 10 -

Technical Operations: _____

-

Team Processes: _____

-

Professional Development: _____

-

Company Culture: _____

8. FINAL DECLARATIONS

I hereby confirm that:

-

All information provided is truthful and accurate

-

I have returned all company property

-

I understand my ongoing confidentiality obligations

-

I have transferred all necessary knowledge/documentation

Employee Signature: _

Date:

HR Representative: _

Date:

9. LEGAL DISCLAIMER

This document is confidential and proprietary to NaviFloor Robotics, Inc. TH

information collected will be used for internal purposes only and maintained in accordance with applicable privacy laws and regulations. Nothing in this questionnaire alters or supersedes any existing agreements between the employee and NaviFloor Robotics, Inc., including but not limited to the Employment Agreement, Confidentiality Agreement, and Intellectual Property Assignment Agreement.

For HR Use Only:

Exit Interview Conducted By:

Date Processed: _

Follow-up Required: ☐ Yes ☐ No

Notes: _

