|  |  |  |  |
| --- | --- | --- | --- |
| **ASSOCIATE DETAILS** | | | |
| **Associate Name** | |  | | --- | |  | | **Associate I.D.** | |  | | --- | |  | |
| **Designation** | |  | | --- | |  | | **Band & Level** | |  | | --- | |  | |
| **Department** | |  | | --- | |  | | **Department Head** | |  | | --- | |  | |
| **Date of Joining** | |  | | --- | |  | | **Date of Exit Survey** | |  | | --- | |  | |

|  |
| --- |
| The information obtained from the exit interviews is used as management tool in determining areas of potential concern. All responses are confidential and will not become part of the employee’s personal file unless otherwise stated. |

|  |  |
| --- | --- |
| **1.** | **What are the reasons for Joining SecureKloud?** |
| |  |  |  | | --- | --- | --- | | Technology Enhancement | Career Growth | Higher Pay | | Work Life Balance | Lack of Projects | Relocation |  * **Comments** | |

|  |  |
| --- | --- |
| **2.** | **What are the reasons for quitting this job?** |
| |  |  |  | | --- | --- | --- | | Lack of Technology Enhancement | Lack of Career Growth | Higher Pay | | Work Life Balance | Health Issue | Relocation | | Lack of Projects | Internal Conflict | Higher Education |  * **Comments** | |

|  |  |
| --- | --- |
| **3.** | **The Job Itself** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Questions | Strongly Disagree | Disagree | Agree | Strongly Agree | | Job was challenging and interesting |  |  |  |  | | There were sufficient opportunities for advancement |  |  |  |  | | Workload was manageable |  |  |  |  | | Your skills and abilities were effectively used |  |  |  |  | | You were provided with adequate training programs |  |  |  |  | | Your colleagues listened and appreciated your suggestions |  |  |  |  | | Recognition for a job well done |  |  |  |  | | Your sense of achievement |  |  |  |  |  * **What do you think can be improved about the job?** | |

|  |  |
| --- | --- |
| **4.** | **Supervisor / Line Manager** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Questions | Strongly Disagree | Disagree | Agree | Strongly Agree | | Was easy to approach when in need. |  |  |  |  | | Was open to suggestions |  |  |  |  | | Is experienced in supervision. |  |  |  |  | | Had sufficient knowledge of the job. |  |  |  |  | | Offered & suggested ways to develop. |  |  |  |  | | Recognized & acknowledged achievements. |  |  |  |  | | Provided constructive feedback. |  |  |  |  | | Clearly communicated management decisions and took your / team’s suggestion to Management. |  |  |  |  | | Maintained a professional relationship with you. |  |  |  |  |  * **What are your suggestions or improvements to your supervisor?** | |

|  |  |
| --- | --- |
| **5.** | **The Company** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Questions | Strongly Disagree | Disagree | Agree | Strongly Agree | | Was the induction helpful & the information reasonably true |  |  |  |  | | Office Facility, Equipment, Safety |  |  |  |  | | Was a good & positive environment to work in. |  |  |  |  | | Had adequate tools to do the work. |  |  |  |  | | Got on well with other associates to cover the work. |  |  |  |  | | Internal communication worked well. |  |  |  |  | | There was no bullying or harassment. |  |  |  |  | | The business did not discriminate against any associate. |  |  |  |  |  * **What do you think can be improved about the Department and Company?** | |

|  |  |
| --- | --- |
| **6** | **Remuneration & Benefits** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Questions | Strongly Disagree | Disagree | Agree | Strongly Agree | | Salary was adequate in relation to responsibilities |  |  |  |  | | Benefits were good |  |  |  |  | | Work-Life balance was promoted and practiced |  |  |  |  | | Company supported you during Covid |  |  |  |  |  * **What improvements, other benefits could the company offer?** | |

|  |  |
| --- | --- |
| **7.** | **Management** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Questions | Strongly Disagree | Disagree | Agree | Strongly Agree | | Doors were open & easy to reach when in need. |  |  |  |  | | Gave fair & equal treatment. |  |  |  |  | | Was available to discuss job related issues. |  |  |  |  | | Encouraged feedback and suggestions. |  |  |  |  | | Maintained consistent policies & practices |  |  |  |  | | Provided recognition for achievements. |  |  |  |  | | Gave opportunities to train and develop. |  |  |  |  | | Provided constructive feedback. |  |  |  |  | | Opportunity to make complaints |  |  |  |  |  * **What are your suggestions or improvements to management?** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8.** | **To be filled by Team H.R. – Remarks** | | | |
|  | | | | |
| **Name** | | |  | | --- | |  | | **Date** | |  | | --- | |  | |