

## EXIT INTERVIEW QUESTIONAIRE

| A | PERSONAL D  | ATA (TO BE FILLED IN BY H  | RD)                                      |            |                             |          |               |    |                 |      |  |  |
|---|---|--|--|------------|-----------------------------|----------|---------------|----|-----------------|------|--|--|
|   | Name : Grade : Jo   |  |  |            | oining Date:                |          |               |    | p No :          |      |  |  |
|   |   |  |  |            |                             |          |               |    |                 |      |  |  |
|   | Department/I  | Division:  | Branch/Location                          | n:         |                             |          |               |    |                 | _    |  |  |
|   | Joining Posit   | Joining Position : Joining Gross Salary (per month) : Rs   |  |            |                             |          |               |    |                 |      |  |  |
|   | Last Position:Last Gross Salary (per month) : Rs  |  |  |            |                             |          |               |    |                 |      |  |  |
| В | PLEASE INDICATE THE MAIN REASON(S) FOR LEAVING, ALSO PLEASE INDICATE THE PREFERENTIAL ORDER IN NUMBERS              |  |  |            |                             |          |               |    |                 |      |  |  |
| ъ | FROM 1 TO 5   | (b)  |  | 1101111011 | 12 1112                     | 1 1121 2 |               |    | 1               |      |  |  |
|   | (1 INDICATES STRONGEST REASON FOR LEAVING & 5 THE WEAKEST)  |  |  |            | [Please tick in appropriate |          |               |    |                 |      |  |  |
|   | column]   |  |  |            |                             |          |               |    |                 |      |  |  |
| ı | 1 0 1   |  |  |            | 1                           | 2        |               | 3  | 4               | 5    |  |  |
|   | 1 Salary  | O  | 1000                                     | 11         |                             |          |               |    |                 |      |  |  |
|   | 2 Career 0<br>3 Work P  | Opportunity  | 1  | -0         |                             |          |               |    |                 |      |  |  |
|   |   | Regulations  |  |            | -                           | 100      |               |    |                 |      |  |  |
|   |   |  |  |            | 49                          |          | $\rightarrow$ |    |                 |      |  |  |
|   | 6 Place of  | f Work<br>f Work   |  |            | 70                          |          |               | -  |                 |      |  |  |
|   |   | g Relationship/Environmen  |  |            |                             |          |               | 1  |                 |      |  |  |
|   |   | sibility   |  | 1          |                             |          |               |    |                 |      |  |  |
|   |   | Circumstances  |  |            |                             |          |               |    |                 |      |  |  |
|   |   | her : Please specify   |  |            |                             |          |               |    |                 |      |  |  |
|   |   |  | A 100                                    |            | - //                        |          |               |    |                 |      |  |  |
|   |   |  |  |            |                             |          |               |    |                 |      |  |  |
|   | DI EACE TICE  | THE ADDRODDIATE DOVEOU   | D FOLLOWING EACTORS E                    | OD MEEZAN  | DANIE                       |          |               |    |                 |      |  |  |
| C | PLEASE TICK   | THE APPROPRIATE BOX FOR  | R FOLLOWING FACTORS F                    | OR MEEZAN  | BANK                        |          |               |    |                 |      |  |  |
| С | PLEASE TICK   | THE APPROPRIATE BOX FO   | R FOLLOWING FACTORS F                    |            | <i>y</i> //                 | 7.       |               | Sa | tisfactor       | 1    |  |  |
| С | PLEASE TICK   | THE APPROPRIATE BOX FO   | R <mark>FOLLOWING FACTORS F</mark>       | Exceller   | ı V                         | ood      | Good          | Sa | itisfactor<br>V | Poor |  |  |
| c | 1   |  | R FOLLOWING FACTORS F                    | Exceller   | ı V                         | ood      | Good          | Sa | itisfactor<br>y | Poor |  |  |
| c | 1 Rules, I  | Regulations and Policies and condition of work   | R FOLLOWING FACTORS F                    | Exceller   | ı V                         |          | Good          | Sa |                 | Poor |  |  |
| c | 1 Rules, I 2 Place a  | Regulations and Policies<br>nd condition of work   |  | Exceller   | ı V                         |          | Good          | Sa |                 | Poor |  |  |
| C | 1 Rules, I<br>2 Place at<br>3 Salary a  | Regulations and Policies   |  | Exceller   | ı V                         |          | Good          | Sa |                 | Poor |  |  |
| c | 1 Rules, I 2 Place as 3 Salary a individu   | Regulations and Policies<br>nd condition of work<br>and cash allowances in com   | parison with the                         | Exceller   | ı V                         |          | Good          | Sa |                 | Poor |  |  |
| C | 1 Rules, 1 2 Place a 3 Salary a individu 4 Other b  | Regulations and Policies<br>nd condition of work<br>and cash allowances in com<br>ual performance  | parison with the other Banks             | Exceller   | ı V                         |          | Good          | Sa |                 | Poor |  |  |
| C | 1 Rules, 1 2 Place as 3 Salary a individu 4 Other b 5 The lev 6 Workin  | Regulations and Policies and condition of work and cash allowances in compand performance benefits in comparison with one of individual training & cong Relationship   | parison with the other Banks             | Exceller   | ı V                         |          | Good          | Sa |                 | Poor |  |  |
| C | 1 Rules, I 2 Place as 3 Salary a individu 4 Other b 5 The lev 6 Workin 7 Perform                                    | Regulations and Policies nd condition of work and cash allowances in com- ual performance enefits in comparison with e- el of individual training & c- g Relationship mance Appraisal System   | parison with the other Banks levelopment | Exceller   | ı V                         |          | Good          | Sa |                 | Poor |  |  |
| C | 1 Rules, 1 2 Place au 3 Salary a individu 4 Other b 5 The lev 6 Workin 7 Perforn 8 Career                           | Regulations and Policies and condition of work and cash allowances in comparison with open of individual training & cong Relationship ance Appraisal System Opportunities  | parison with the other Banks levelopment | Exceller   | ı V                         |          | Good          | Sa |                 | Poor |  |  |
| C | 1 Rules, I 2 Place au 3 Salary a individu 4 Other b 5 The lev 6 Workin 7 Perforn 8 Career 9 Staff M                 | Regulations and Policies and condition of work and cash allowances in comparison with a comparison wit | parison with the other Banks levelopment | Exceller   | ı V                         |          | Good          | Sa |                 | Poor |  |  |
| c | 1 Rules, I 2 Place au 3 Salary a individu 4 Other b 5 The lev 6 Workin 7 Perforn 8 Career 9 Staff M                 | Regulations and Policies and condition of work and cash allowances in comparison with open of individual training & cong Relationship ance Appraisal System Opportunities  | parison with the other Banks levelopment | Exceller   | ı V                         |          | Good          | Sa |                 | Poor |  |  |
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|   | 1 Rules, 1 2 Place an 3 Salary a individue 4 Other b 5 The lev 6 Workin 7 Perforn 8 Career 9 Staff M 10 Internal    | Regulations and Policies and condition of work and cash allowances in comparison with a comparison wit | parison with the other Banks levelopment | Exceller   | ı V                         |          | Good          | Sa |                 | Poor |  |  |
| D | 1 Rules, 1 2 Place an 3 Salary a individude 4 Other b 5 The lev 6 Workin 7 Perforn 8 Career 9 9 Staff M 10 Internal | Regulations and Policies and condition of work and cash allowances in comparison with a el of individual training & o g Relationship nance Appraisal System Opportunities lotivation Level I Communication and comments are welcome;   | parison with the other Banks levelopment | Exceller   | Go                          | ood      |               |    | y               |      |  |  |
|   | 1 Rules, 1 2 Place an 3 Salary a individude 4 Other b 5 The lev 6 Workin 7 Perforn 8 Career 9 9 Staff M 10 Internal | Regulations and Policies and condition of work and cash allowances in comparison with a comparison wit | parison with the other Banks levelopment | Exceller   | Go                          | ood      |               |    | y               |      |  |  |
|   | 1 Rules, 1 2 Place an 3 Salary a individude 4 Other b 5 The lev 6 Workin 7 Perforn 8 Career 9 9 Staff M 10 Internal | Regulations and Policies and condition of work and cash allowances in comparison with a el of individual training & o g Relationship nance Appraisal System Opportunities lotivation Level I Communication and comments are welcome;   | parison with the other Banks levelopment | Exceller   | Go                          | ood      |               |    | y               |      |  |  |
| D | 1 Rules, 1 2 Place an 3 Salary a individue 4 Other 5 5 The lev 6 Workin 7 Perforn 8 Career 9 Staff M 10 Internal    | Regulations and Policies and condition of work and cash allowances in computal performance benefits in comparison with a cel of individual training & cel ag Relationship mance Appraisal System Opportunities Introduction Opportunities Introduction Interpretation | parison with the other Banks development | Exceller   | Go                          | ood      |               |    | y               |      |  |  |
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| Rank  a. Lack of job satisfaction  b. Lack of performance recognition  c. Low pay and financial reward  d. Lack of growth opportunity  e. Other  f. Other  f. Other   Resignation Accepted  With effect from:  Remarks:  Remarks:  Remarks:  Remarks:  Cluck List  Cluck List | F In your view the reason any employee may want to leave his/her job at MBL would be because of: (Please rank in order of i 6 being the highest and 1 being the lowest). Describe other also;  | importance. |  |  |  |  |  |  |
|---|--|-------------|--|--|--|--|--|--|
| b. Lack of performance recognition  c. Low pay and financial reward  d. Lack of growth opportunity  e. Other  f. Other  f. Other  G  HR COMMENTS  Resignation Accepted  With effect from:  Remarks:   Check List  1 Issuance of Acceptance Letter  2 Cancellation of Power of Attorney  3 Cancellation of Bank's ID Card  4 Surrender of Bank Car and Fuel Card  5 Surrender of Mobile Phone with SIM Card  6 Settlement of Dues and Liabilities  7 Cancellation of Computer Password  8 Closure of Salary Account / Cancellation of ATM Card (salary Account)  9 Marked in HRMS  10 Payroll Deletion  11 Personal Guarantee for any other purpose  12 Deletion from Health Coverage/Life Coverage / Any Other Coverage  13 Return of Bank's property: PC, Car, Keys etc.  14 Settlement / Transfer of Staff Loan to Commercial Terms   | Rank   |             |  |  |  |  |  |  |
| c. Low pay and financial reward  d. Lack of growth opportunity  e. Other  | a. Lack of job satisfaction  |             |  |  |  |  |  |  |
| c. Low pay and financial reward  d. Lack of growth opportunity  e. Other  | b. Lack of performance recognition   |             |  |  |  |  |  |  |
| d. Lack of growth opportunity e. Other  | c. Low pay and financial reward  |             |  |  |  |  |  |  |
| e. Other  |  |             |  |  |  |  |  |  |
| Resignation Accepted Yes No  With effect from:  Check List  I Issuance of Acceptance Letter 2 Cancellation of Bank's ID Card 4 Surrender of Bank Car and Fuel Card 5 Surrender of Mobile Phone with SIM Card 6 Settlement of Dues and Liabilities 7 Cancellation of Computer Password 8 Closure of Salary Account/ Cancellation of ATM Card (salary Account) 9 Marked in HRMS 10 Payroll Deletion 11 Personal Guarantee for any other purpose 12 Deletion from Health Coverage/Life Coverage/Any Other Coverage 13 Return of Bank's property: PC, Car, Kevs etc. 15   |  |             |  |  |  |  |  |  |
| Resignation Accepted Yes No  With effect from :   | e. Other   |             |  |  |  |  |  |  |
| Check List    Remarks :   | f. Other   |             |  |  |  |  |  |  |
| Check List    Remarks :   | The state of the s |             |  |  |  |  |  |  |
| Check List    Remarks :   |  |             |  |  |  |  |  |  |
| With effect from:   | G HR COMMENTS  |             |  |  |  |  |  |  |
| With effect from:   | Purious in Asset J. W.   |             |  |  |  |  |  |  |
| Check List  1 Issuance of Acceptance Letter 2 Cancellation of Power of Attorney 3 Cancellation of Bank's ID Card 4 Surrender of Bank Car and Fuel Card 5 Surrender of Mobile Phone with SIM Card 6 Settlement of Dues and Liabilities 7 Cancellation of Computer Password 8 Closure of Salary Account / Cancellation of ATM Card (salary Account) 9 Marked in HRMS 10 Payroll Deletion 11 Personal Guarantee for any other purpose 12 Deletion from Health Coverage/Life Coverage/ Any Other Coverage 13 Return of Bank's property: PC, Car, Keys etc. 14 Settlement / Transfer of Staff Loan to Commercial Terms   |  |             |  |  |  |  |  |  |
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| 6 Settlement of Dues and Liabilities 7 Cancellation of Computer Password 8 Closure of Salary Account / Cancellation of ATM Card (salary Account) 9 Marked in HRMS 10 Payroll Deletion 11 Personal Guarantee for any other purpose 12 Deletion from Health Coverage/Life Coverage/ Any Other Coverage 13 Return of Bank's property: PC, Car, Keys etc. 14 Settlement / Transfer of Staff Loan to Commercial Terms 15   |  |             |  |  |  |  |  |  |
| 7 Cancellation of Computer Password 8 Closure of Salary Account / Cancellation of ATM Card (salary Account) 9 Marked in HRMS 10 Payroll Deletion 11 Personal Guarantee for any other purpose 12 Deletion from Health Coverage/Life Coverage/ Any Other Coverage 13 Return of Bank's property: PC, Car, Keys etc. 14 Settlement / Transfer of Staff Loan to Commercial Terms 15  |  |             |  |  |  |  |  |  |
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Date: \_\_\_\_\_

Signature of Employee: