



## EXIT INTERVIEW QUESTIONNAIRE

### A PERSONAL DATA (TO BE FILLED IN BY HRD)

Name : \_\_\_\_\_ Grade : \_\_\_\_\_ Joining Date: \_\_\_\_\_ Emp No : \_\_\_\_\_

Department/Division: \_\_\_\_\_ Branch/Location : \_\_\_\_\_

Joining Position : \_\_\_\_\_ Joining Gross Salary (per month) : Rs. \_\_\_\_\_

Last Position : \_\_\_\_\_ Last Gross Salary (per month) : Rs. \_\_\_\_\_

### B PLEASE INDICATE THE MAIN REASON(S) FOR LEAVING. ALSO PLEASE INDICATE THE PREFERENTIAL ORDER IN NUMBERS FROM 1 TO 5

(1 INDICATES STRONGEST REASON FOR LEAVING & 5 THE WEAKEST)  
column]

[Please tick ☒ in appropriate

		1	2	3	4	5
1	Salary					
2	Career Opportunity					
3	Work Pressure					
4	Rules & Regulations					
5	Type of Work					
6	Place of Work					
7	Working Relationship/Environment					
8	Responsibility					
9	Family Circumstances					
10	Any Other : Please specify					

### C PLEASE TICK THE APPROPRIATE BOX FOR FOLLOWING FACTORS FOR MEEZAN BANK

		Excellent	V. Good	Good	Satisfactory	Poor
1	Rules, Regulations and Policies					
2	Place and condition of work					
3	Salary and cash allowances in comparison with the individual performance					
4	Other benefits in comparison with other Banks					
5	The level of individual training & development					
6	Working Relationship					
7	Performance Appraisal System					
8	Career Opportunities					
9	Staff Motivation Level					
10	Internal Communication					

D Any Additional comments are welcome;  
(Please rest assured that your individual responses are treated as strictly confidential and will not be used for any reference)

E What would attract you to stay with Meezan Bank;

Signature \_\_\_\_\_  
Date : \_\_\_\_\_



**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 importance. 6 being the highest and 1 being the lowest). Describe other also;

- |                                    | 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 _____                     | _____ |

**G** **HR COMMENTS**

Resignation Accepted ☐ Yes ☐ No

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	
15		
16		

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_