EXIT INTERVIEW FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | Varun Khurana | **Band/Department** | QA |
| **Employee Code** | SWPL – 0257 | **Date OF Joining** | 18/10/2021 |
| **Location** | Noida | **Last Working Day** | 03/02/2022 |

PART A (*Reasons for leaving*)

What is your reason of leaving SWPL? Please select one or more:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Y | Higher pay | Y | Better benefits | Y | Better career opportunity |
| Y | Improved work life balance |  | Career change |  | Closer to home |
|  | Conflict with other employees |  | Conflict with managers |  | Family and/or personal reasons |
|  | Other |  |  | | |

PART B (*Manager Feedback*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parameters** | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** |
| Gave usable performance feedback |  |  | Y |  |
| Recognized accomplishments |  |  | Y |  |
| Clearly communicated expectations |  | Y |  |  |
| Treated you fairly and respectfully |  |  | Y |  |
| Coached, trained, & developed you |  | Y |  |  |
| Provided leadership |  | Y |  |  |
| Encouraged teamwork & cooperation |  | Y |  |  |
| Resolved concerns promptly |  | Y |  |  |
| Listened to suggestions & feedback |  | Y |  |  |

PART C (*Working Conditions Review*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parameters** | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** |
| Physical work area was appropriate for the work that I did |  |  | Y |  |
| Work schedule was convenient |  |  |  | Y |
| Overtime demands were reasonable |  |  |  | Y |
| Relationship with co-workers |  |  | Y |  |
| Office atmosphere and morale |  | Y |  |  |
| Internal communication worked well |  | Y |  |  |
| There was no bullying or harassment |  |  |  | Y |
| The business did not discriminate against any employee |  |  |  | Y |
| The company was efficient in its dealings |  |  | Y |  |

PART D (*Future Plans*)

|  |  |  |
| --- | --- | --- |
| If you accepted another job, please complete the following: | | |
| a. | Name of new employer | IDFC First Bank |
| b. | Location of position | Mumbai |
| c. | Title of position | Lead QA Engineer |
| d. | Nature of work of position | Automation Testing |
| e. | Salary of position | 31 lpa |
| f. | What the new position and/or organization offers that we do not. | Salary, incentives, growth & learning opportunities |

PART E (*Suggestions*)

|  |  |
| --- | --- |
| **Parameter** | **Comments** |
| What did you most like about your job and why? | Freedom to implement the tools and technology |
| What did you least like about your job and why? | Hiring process – candidates without the skillset working both at higher and lower designations |
| Is there any further training opportunities you think SWPL should be offering? | Yes, trainings to improve skillset, more learning opportunities can be provided through Udemy, Upgrad subscriptions |
| What did you see as your promotion/career prospects with SWPL? How might those prospects have been improved? | Increase pay, learning opportunities can be provided |
| Are there any changes to SWPL employment practices that you would like to recommend? | Improve the hiring process |
| Are there any other issues you wish to raise? | No |
| Any policy changes which might have impacted your decision to leave the organization | No |
| If any serious concerns have been raised in your foregoing answers, have you raised them within the department? | No |

**Signature of Employee: Varun Khurana Signature of HR:**

***Thank you for completing this information. Your responses will be confidential***