

CLEARANCE CERTIFICATE: (For Final Settlement)

Emp. Name :	Division / Department :
ASM Emp Code:	Date Of Joining : (DD / MM / YYYY) :
Designation :	Date of Resignation : (DD / MM / YYYY) :
Work Location :	Last working date : (DD / MM / YYYY) :
Reporting Manager :	Exit Form Submitted On :

TO BE FILLED BY THE EMPLOYEE (Please do not leave any blank if not applicable, please write "NA". Your form will not get processed if there are blanks.)

S.No	Name of the Section	Dues, if any	Name and Signature of In-charge Section
1	Location Supervisor		
2	Internal Manager Accounts		Harsha M S
3	External Account Department		Surendra/Shivaraj
4	Admin Section:		
	(a) Identity Card		Rekha Singh/Prakash Madhavan/ Ranjan Kumar
	(b) Vehicle		
	(c) Others (specify) – Access cards / Sim card / Dongle		Rekha Singh/Prakash Madhavan/Ranjan Kumar
5	MIS Manager/ Network Engineer Laptop/Laptop Bag/ Adopter, Airtel Dongle, /Mouse, Keyboard. Etc.		Suresh Kumar M
6	Permanent Address		
7	Your Personal Email ID:		
	Mobile Numbers :		

Reviewed By:

Authorized Signatory:



Exit Interview Report

Name: _____

Function: _____
(Last Function/Project)

Duration of Service: _____
(From & to)

Based at: _____
(Location)

Last Reporting to: _____

ASM EMP CODE: _____

I would appreciate it if you would take a few minutes to respond to the questions below. All answers will be held in strict confidence. Thank you.

JOB CONTENT

1. What factors contributed to your accepting a job with ASM ENTERPRISE SOLUTIONS? Have your feelings changed?
2. Did you understand the job expectations when you were hired?
3. Did you receive sufficient training to meet those expectations? Did you know how or where to get information you needed to succeed in your job?
4. How would you rate your own performance on the job?

ASM Enterprise Solutions Private Limited.

(An ALTEN Calsoft Labs Company)

Regd Office: 7th Floor, Tower D, IBC Knowledge Park, 4/1, Bannerghatta Main Road, Bengaluru - 560029, Karnataka, INDIA.

Tel : +91 80 4034 3000 | Fax : +91 80 4034 3111 | CIN : U72200KA2015PTC080793 | GST : 29AANCA5873D1ZC

COMPANY AS A PLACE TO WORK

5. How would you rate the following aspects of your employment here?

Aspect of Employment	Excellent	Good	Fair	Poor
Opportunity for Advancement				
Performance Appraisals				
Physical Working Conditions				
Your Salary				
Vacation/Holidays				
Other Company Benefits				
Feeling of Belonging				

6. If you were leading this company, what would you do differently?

7. What made your employment at ASM ENTERPRISE SOLUTIONS enjoyable?

8. What would make you interested in returning to work at ASM ENTERPRISE SOLUTIONS?

QUALITY OF SUPERVISION

9. How would you rate your supervisor in the following areas?

Supervisory Area	Excellent	Good	Fair	Poor
Demonstrates Fair & Equal Treatment				
Provides Appropriate Recognition				
Resolves Complaints/Difficulties In Timely Fashion				
Follows Policy & Procedures				
Informs Employee of Matters Relating To Work				
Encourages Feedback				
Is Knowledgeable In Own Job				
Expresses Instructions Clearly				
Develops Cooperation				

10. If you came back to work for the company, would you work for the same supervisor?

REASON FOR LEAVING

11. How is your new job different from the old one? Are you staying in the same industry?

12. What does your new job offer you that your job here in ASM ENTERPRISE SOLUTIONS did not?

13. What part does salary play in your decision to leave?

14. What made you begin looking for another position, or, if appropriate, what made you listen to the offer to interview for another position?

15. What could ASM ENTERPRISE SOLUTIONS have done to prevent you from leaving?

ASM ENTERPRISE SOLUTIONS as an Employer

16. Would you recommend your acquaintance to join ASM ENTERPRISE SOLUTIONS?

Employee Signature _____ Date _____

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www.altencalsoftlabs.com

Exit Interview Questionnaire

Name: _____	Job Title: _____
Manager Name: _____	Group/Project: _____
Hire Date: _____	LWD: _____
ASMEMPCODE: _____	

What the factors/attributes for leaving the job
(Please give your comments for chosen factor)

Factors	Yes/No	Comments
Salary Issue		
Job not satisfied		
Manager/Supervisor		
Company Policies		
Personal problems		
Health/Medical reasons		
Work place		
Discrimination		
Harassment		
Job Prospects/Growth		
Others		