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| --- |
| **Exit Interview Form** |
|  |
| Employee Name |  | Job Title |  |
| Start Date |  | Last Date of Employment |  |
| Manager’s Name |  | Manager’s Position |  |

|  |
| --- |
| 1. Please identify the reason(s) for initially seeking and accepting a position here:
 |
|  | **QUESTION** | **TICK** | **PLEASE PROVIDE FURTHER DETAILS** |  |
|  | Pay | [ ]  |  |  |
|  | Benefits | [ ]  |  |  |
|  | Location | [ ]  |  |  |
|  | Reputation of the Company | [ ]  |  |  |
|  | Career Change | [ ]  |  |  |
|  | Job Responsibilities | [ ]  |  |  |
|  | Working hours/Flexibility | [ ]  |  |  |
|  | Other:  | [ ]  |  |  |
|  |
| 1. Have your feelings changed?
 | [ ]  Yes[ ]  No | Why? |
| 1. Did you understand the job expectations when you started?
 | [ ]  Yes[ ]  No | Why? |
| 1. Did you receive sufficient training to meet those expectations?
 | [ ]  Yes[ ]  No | Why? |
| 1. Did you know how or where to get information you needed to succeed in your job?
 | [ ]  Yes[ ]  No | Why? |
| 1. What did you find to be the most satisfying/enjoyable about your experience with us?
 |  |
| 1. What did you find to be least satisfying/enjoyable about your experience with us?
 |  |
| 1. How would you rate the following aspects of your employment here? [Amend as appropriate]
 |
|  | Area | **Excellent** | **Good** | **Fair** | **Poor** |  |
|  | Opportunity for promotion | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Performance Appraisals | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Working Conditions | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Your Salary | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Holidays | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Other Company Benefits | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Feeling of Belonging | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Internal Communications | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Access to Appropriate Resources | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  |
| 1. Please provide any constructive feedback you feel would be beneficial towards improving the effectiveness of us as a good employer.
 |  |
| 1. What would make you interested in returning to work here?
 |  |
| 1. Do you feel that your particular job was important to the overall operation of the business?
 | [ ]  Yes[ ]  No | Why? |
| 1. How would you rate your manager in the following areas? [amend as appropriate] [
 |
|  | Area | **Excellent** | **Good** | **Fair** | **Poor** |  |
|  | Demonstrates Fair and Equal Treatment | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Provides Appropriate Recognition | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Resolves Complaints / Difficulties in Timely Fashion | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Follows Policy & Procedures | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Informs staff of Matters Relating to Work | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Encourages Feedback | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Is Knowledgeable in Their Own Job | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Expresses Instructions Clearly | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Develops Cooperation | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  |
| 1. If you came back to work for us would you work for the same manager?
 | [ ]  Yes[ ]  No |  |
| 1. How would you rate your own performance on the job?
 |  |
| 1. Which of the following methods did you use to search for a new position (tick all that apply as appropriate)?
 |
|  | Advertisements | [ ]  | Where? |  |
|  | Recruitment Consultants | [ ]  |  |  |
|  | Personal contacts | [ ]  |  |  |
|  | Client contact | [ ]  |  |  |
|  | Other:  | [ ]  |  |  |
|  |
| 1. Are you leaving for a similar job? How is your new job different from your old one?
 | [ ]  Yes[ ]  No |  |
| 1. Are you staying in the same industry?
 | [ ]  Yes[ ]  No |  |
| 1. What part does salary play in your decision to leave?
 |  |
| 1. What made you begin looking for another position?
 |  |
| 1. What is your primary reason for leaving?
 |
|  | Pay | [ ]  |  |  |
|  | Benefits | [ ]  |  |  |
|  | Location | [ ]  |  |  |
|  | Supervision | [ ]  |  |  |
|  | Career Change | [ ]  |  |  |
|  | Job Fit | [ ]  |  |  |
|  | Working hours/Flexibility | [ ]  |  |  |
|  | Other:  | [ ]  |  |  |
|  |
| 1. If you used recruitment consultants, which ones did you find the most useful?
 |  |
| 1. What could we have done to prevent you from leaving?
 |  |
| 1. What does the job you are going to offer you that your job here did not?
 |  |
| 1. Any Other Feedback / Comments / Suggestions?
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Director Name: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |