

## Exit Interview

The objective of this interview is to gather adequate reason for the inevitable separation

Name: \_\_\_\_\_ Date of Joining: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Exit: \_\_\_\_\_

Immediate head: \_\_\_\_\_ Current Position: \_\_\_\_\_

Personal Mail ID: \_\_\_\_\_ EMP code: \_\_\_\_\_

1. The reason(s) that you are leaving your position is (are):

- |  |   |
|--|---|
| a. <input type="checkbox"/> Moving out of the area                   | f. <input type="checkbox"/> Unhappy with supervision        |
| b. <input type="checkbox"/> Limited career advancement opportunities | g. <input type="checkbox"/> Unhappy with working conditions |
| c. <input type="checkbox"/> Inadequate pay                           | h. <input type="checkbox"/> Family responsibilities         |
| d. <input type="checkbox"/> Inadequate benefits                      | i. <input type="checkbox"/> pursuing new opportunities      |
| e. <input type="checkbox"/> Unhappy with job duties                  |   |

Other: \_\_\_\_\_

2. Please explain your reasons for leaving as noted above:

3. What could we have done differently that could have caused you to stay with us?

4. Considering everything, how would you rate your level of satisfaction with your employment here? (Tick One)

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

5. How would you rate the Career development/Advancement Opportunities of the organization? (Tick One)

- Excellent
- Good
- Fair
- Poor

6. What Suggestions would you give to make this organization a better place to work?

Signature and Date of the Employee:

**PART 'B' (To be filled by HR)**

Accepted Plan of Action:

HR Comments :

Signature and Date of the Executive HR :