

EXIT INTERVIEW

Name : _____ Employee Code _____

Address For Correspondence : _____

_____ Phone No: _____

1. Reasons for resigning (You can tick more than one):

- a. Better Compensation
- b. Better Growth Opportunities
- c. Higher Education
- d. Work Related Issues (Please Specify):

- e. Personal Reasons (Please Specify):

- f. Others (Please specify):

2. During your tenure with us;

- a. Did you know what was expected of you at work? Yes/No
- b. Did you have the materials and equipment to do your work right? Yes/No
- c. At work, did you have the opportunity to do what you did best every day? Yes/No
- d. In the last seven days, have you received recognition or praise for doing good work? Yes/No
- e. Does your supervisor, or someone at work, seem to care about you as a person? Yes/No
- f. Is there someone at work who encourages your development? Yes/No
- g. At work, do your opinions seem to count? Yes/No
- h. In the last six months, has someone at work talked to you about your progress? Yes/No
- i. In the last year, have you had opportunities to learn and grow? Yes/No

3. Describe what you liked while working with Company Name.

4. Describe what you disliked while working with Company Name.

5. What were the factors that attracted you to your next job?

6. Any other relevant information/suggestions which, you feel will help make Company Name a better place to work.

7. Comments of the interviewer

Name of the interviewer

Signature of the interviewer

Date of interview
