

**ABC Company Limited**  
**Exit Interview Questionnaire**

Name:	Position:
Department:	Name of immediate Manager:
Commencement Date:	Last Day of Employment: (Length of service):

We have been informed of your intention to leave the Company. In order for us to improve our working environment at ABC, it is important that we provide you with the opportunity to give us feedback about your employment with the Company. The information you furnish will be used in summary form as a means to identify patterns or trends in the work environment at the Company. Your honesty is greatly appreciated, and your opinions are highly valued. If there is a particular item to which you do not feel comfortable responding, leave it blank and go on to the next. Thank you for your time and effort.

1. Please rank the top five reasons that led to your decision to leave the Company. Place a “1” in front of the item that is most important, a “2” in front of the next most important, and so on. Do not use any number more than once. If there are fewer than five reasons, rank just those reasons.

	Higher salary
	Dissatisfied with Remuneration and Benefits
	Career advancement / change
	Transportation problems
	Lack of child care
	Dissatisfaction with supervision / leadership
	Received an employment offer without actively seeking another job
	Lack of job security
	Dissatisfied with organizational culture
	Dissatisfied with work hours
	Dissatisfied with job fulfillment
	Dissatisfied with training and development opportunities
	Leaving the employment market
Other Comments:	

2. Please rank the top five items listed below in their order of importance to you. Place a “1” in front of the item that is most important to you, “2” in front of the next most important, and so on. Do not use any number more than once.

	Having a good boss
	Good salary
	Good benefits
	Opportunities to grow and learn professionally
	A flexible working environment
	Recognition for skills and accomplishments
	Good relationships with co-workers
	Working with up-to-date technology
Other Comments:	

3. In this section, please assess supervision in your Division/Department. Please tick.

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Provided feedback on my performance.				
Treated me with respect and courtesy.				
Led by example.				
Helped me solve problems.				
Was available when I needed help.				
Followed policies and practices and applied them fairly.				
Provided positive feedback and recognition.				
Resolved complaints and problems.				
Represented the position accurately when interviewed.				
Training opportunities were available inside the department.				
Training opportunities were available outside the department.				

Other Comments:

4. In this section, please assess your working conditions.

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
My physical work area was appropriate for the work that I did.				
I had adequate materials to do my work (tools, computer, phones, etc).				
My work schedule was convenient.				
Overtime demands were reasonable.				
Relationship with co-workers.				
Relationship with customers (consignees, underwriters, agents / contractors)				
Office atmosphere and morale				
Adequate guidance in resolving work-related or personal problems.				
Other Comments:				

5. Would you recommend this Company as a good place to work to a friend?

(    ) Yes      (    ) No

6. Before making your decision to leave, did you investigate the possibility of a transfer?

(    ) Yes      (    ) No

7. If you left for another position, are the job duties in your new position different?

(    ) Same      (    ) Different

8. Under what circumstances would you have stayed at ABC?

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9. What did you like best about working in the Company?

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10. What did you like least about working in the Company?

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11. May we share your responses with your former Division / Department?

(    ) Yes      (    ) No

12. Any additional comments? We are particularly interested in any suggestions for improving work procedures or the work environment in the Company.

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How may we contact you?

Telephone:	
Address:	
E-mail:	

Thank you for participating and telling us about your experience.