



(A Govt. of India Undertaking)  
Central Office, Union Bank Bhavan,  
239, Vidhan Bhavan Marg, Nariman Point, Mumbai – 400 021

## **Exit Interview Form**

### **Particulars of the Employee leaving the organization:**

Name of the employee: \_\_\_\_\_ PF No. \_\_\_\_\_  
Designation & Scale: \_\_\_\_\_ Last Branch/Office worked: \_\_\_\_\_  
Name of the Regional office & Zone : \_\_\_\_\_  
Joining date in the Bank: \_\_\_\_\_ Relieving date from the Bank: \_\_\_\_\_  
Name of the new Organization & Place offered: \_\_\_\_\_  
Contact phone number of the employee: \_\_\_\_\_

### **Questionnaire:**

1. What is/are your main reasons of leaving the organization? The most important reason should be mentioned against point 'A' and so on. Annexure 'A' containing an indicative list of reasons is enclosed for your reference.  
  
A)  
  
B)  
  
C)  
  
D) Any other reasons: \_\_\_\_\_
2. Whatever training (formal or on the job) you had, did you find it helpful?  
  
Tick **yes / no**.
3. What are the areas on which you expected training but could not get?

4. How could the organization have enabled you to make fuller use of your capabilities and potential?
  
5. What extra responsibility would you have welcomed that you were not given?
  
6. What could you have done better or more for us had we given you the opportunity?
  
7. What kind of incentive schemes or methods you can suggest for motivating the employees and rewarding the performers in the organization?
  
8. Mention three areas, which you feel, the organization needs to improve?
  
9. What would be the first thing you would change in the organization, if you were given the authority to change?
  
10. Mention the aspects of the organization, which were liked by you?
  
11. Mention the aspects of the organization, which were disliked by you?

12. What has been the most satisfying moment for you in your time with us?

13. What has been the most frustrating moment for you during your time with us?

14. Will you consider working again for us if the reasons of your leaving the organization are improved?

Tick **yes / no**.

15. Will you recommend our Bank to your colleagues and friends for employment?

Tick **yes / no**.

16. List out all those extra facilities, if any, which will be offered to you by the new organization in comparison to your present organization.

**Name of the interviewer:**

**PF No.**

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**ANNEXURE - A**

**(A Govt. of India Undertaking)**

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**(Indicative list of reasons of resignation)**

SL No.	REASONS
1	Offered higher packages / better perks.
2	Postings offered near to native place by other organizations.
3	Looking for better prospects.
4	On personal grounds.
5	Looking for better organization.
6	Offered higher posts in other Nationalized, Private or Foreign Banks.
7	Residential accommodation problem.
8	Affected by harsh living conditions in rural areas.
9	Offered higher assignments.
10	On domestic grounds.
11	Due to commutation problem.
12	Long working hours and work pressure.
13	Pay and perks are less compared to work load.
14	Promotion process is slow for specialist officers compared to General Banking officers.
15	Officers of new generation want progress in their career faster.
16	No extra monetary benefits for technically/professionally qualified staffs.
17	No extra monetary benefits for postings in rural areas.
18	Duration of probation period is more.
19	Nature of duties assigned did not match with the expectations.
20	Lack of proper guidance and support from immediate superiors.

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