



Exit Interview Questionnaire

This exit interview questionnaire is intended to provide a lead into the conversation between the Interviewer and the employee who is leaving the organisation. Further questions may be added as the conversation develops.

The objective is to obtain relevant information which will provide the means for the Employer to improve the performance of present and future employees and the performance of the Employer.

Section A: Employee Details

Employee Name _____
Department _____
Job Title _____
Head of Department _____
Date Engaged _____
Date Leaving _____

Section B: Reasons for Leaving

Reason for leaving _____

If offered a "better position":
in what way is it better? _____

were you actively looking for new employment? _____

if yes, what were the factors that influenced you to do that? _____

Section C: Recruitment and Induction Process

Remember when you started your employment with us -

Did you sign a contract of employment and were you given copies of the Policies and Procedures? _____

Was your job explained to you? _____



Did you receive a job description or performance document? _____

Was your Manager or Supervisor prepared for your start with our company?

How effective was the instruction, guidance, and training and development you received?

What would have helped you perform better sooner?

What other improvements can you suggest to benefit future employees?

Section D: Employment Conditions

During your employment, what are your feelings about :-

- the benefits offered by the company, for example medical aid schemes, or retirement funding?

- your prospects of development and advancement?

- the training and development you received?

- the promotions and appointments made?

- the policies, such as the Employment Equity Policy, and the Recruitment Policy, and the Training and Development Policy?

- the performance management system?

- your hours of work, working conditions, and facilities provided?



- the payment you received for the work which you do?

Section E:
Communications and Relationships

How do you feel about the communication structures within the company?

How well did you and your supervisor or manager communicate? Please comment on the style of communication, for example was it respectful?

Was your confidentiality respected?

How was your resignation, or incapacity consultation, or operational requirements consultation, or dismissal handled?

How did you get on with your colleagues and did you feel comfortable within the company? Please comment on whether you were made to feel uncomfortable about your religious or cultural beliefs, or your gender, or race, or sexual orientation.

Did you at any time raise any issues on these matters with either your Manager or the Employment Equity Committee? If not, why was this?



Would you recommend the company as a good organisation to work for? Please explain whether your answer is yes, or no.

Section F:

Additional Explanation (Please make reference to relevant section or question)

Employee Signature _____

Date

Interviewer Signature _____

Date

Section G:



Interviewer Comments

Interviewer Comments and Recommendations for Policy and Procedure Improvements
