



## Employee Exit Review

**Employee Name:**

**Position:**

**Date of interview:**

What are the reasons for leaving?

Select one or more:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Higher pay                 | <input type="checkbox"/> Statutory Redundancy   | <input type="checkbox"/> Better career opportunity |
| <input type="checkbox"/> Improved work life balance | <input type="checkbox"/> Voluntary Redundancy   | <input type="checkbox"/> Closer to home            |
| <input type="checkbox"/> Conflict with other        | <input type="checkbox"/> Conflict with managers | <input type="checkbox"/> Family and/or personal    |
| <input type="checkbox"/> Company instability        | <input type="checkbox"/> Other                  |  |

Comments

Please rank the following:

### The Job itself

	Strongly Disagree	Disagree	Agree	Strongly Agree
Job was challenging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There were sufficient opportunities for advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workload was manageable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient resources and staff were available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your colleagues listened and appreciated your suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your skills were effectively used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You had access to adequate training and development programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What do you think can be improved about the job?

### Remuneration & Benefits

	Strongly Disagree	Disagree	Agree	Strongly Agree
The salary was adequate in relation to responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wages were paid on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What improvements, other benefits could the company offer?

### The Company

	Strongly Disagree	Disagree	Agree	Strongly Agree
When you started, did the induction help and was it accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was it a good and positive environment to work in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Had adequate equipment to do the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Got on well with other staff within the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There was sufficient staff to cover the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The company was efficient in its dealings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal communication worked well?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There was no bullying or harassment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There were adequate parking facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The business did not discriminate against any employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Signature: ..... Date .....

Interviewer Signature:..... Date.....