



Individual report: NAME

Entry Interview

COMPANY XXX



Privacy Disclosure & Consent

You have been invited to complete an entry survey on behalf of [COMPANY NAME]. This is your opportunity to share your experiences in relation to [COMPANY NAME] so far. Your feedback is important as it will help us to identify ways to improve and provide a positive work experience for current and future staff.

This survey should take approximately 15 minutes of your work time and needs to be completed in one sitting. The information collected during this survey may be used for research purposes. When research is conducted, the information is de-identified and grouped together with other data so that an individual's information cannot be recognised or reconstructed.

If you have any queries in relation to this questionnaire, or have any issues with regards to its completion, please contact your Human Resources department.

Do you agree to participate in this exit interview based on the terms outlined above?

Yes No

Demographics

Gender

Female

Age group

26-30

Length of employment

3-4 years

Employee type

Casual

Which department did you work in?

Department B

What division did you work in?

Which state did you work in?

NSW



Respondent Details

Employee Name

<free text>

Who is your manager?

<free text>

Would you like all of your responses to be confidential?

Yes No

What is your position in this organisation?

<free text>

Are you currently employed on a working visa?

Yes No

Overall Evaluation and Future Plans

Why did you originally accept a job with this organisation?

<free text>

Please rate the extent to which you agree with each of the following statements:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The recruitment process used by this organisation was a positive experience	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The initial commencement process within this organisation was a positive experience.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was quickly provided the tools and training that I needed to do my job effectively	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This organisation has definitely fulfilled all of the promises that it made to me during the recruitment process	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My expectations of this role have been met	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Generally speaking, I have been satisfied with the quality of my working life so far at this company?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Are you currently considering leaving this company?

Yes No

Have you ever felt discriminated against, bullied or harassed?

Yes No

If you answered "Yes" to the above question could you please provide specific examples
<free text>

Would you recommend working at this organisation to others?

Yes No

At this point it is likely that I will stay with the organisation for:

	1 year or less	2 years	3-5 years	5 years or more
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Safety and Environment

Please rate the extent to which you agree with each of the following statements:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The heating, lighting, layout and amenities are ideal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to safely work all hours requested of me	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior management is committed to safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My supervisor is committed to safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My fellow team members are committed to safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Safety equipment is readily available	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any safety issues are resolved quickly	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
This company is committed to safety	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
This company is committed to the environment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
PPE and Uniforms were provided to me in a timely fashion	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



There is help and assistance available to me on HS&E matters

Have you got any suggestions about how to make the company a safer place to work at?
<free text>

Training and Development

Please rate the extent to which you agree with each of the following statements:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I have received enough training to do well in my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I have been given all the resources that I need to do my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at the company is helping me fulfil my career goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I have felt that I have a fair chance of advancement and promotion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I can usually get away from work in time to attend my scheduled training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
The induction I have received has been useful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Someone at work encourages my development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I have a good understanding of the training that is available to me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

If you have not been provided with adequate training, what additional training would you like made available to you?
<free text>

What do you think it takes to succeed at the company?
<free text>

Performance and Management

Please rate the extent to which you agree with each of the following statements:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I am satisfied with the level of supervision I have received from my direct manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



I have received regular feedback about my performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
I find my manager to be receptive to any concerns that I have	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I feel motivated to do my best	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
I know what is expected of me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
My immediate Manager/Supervisor makes unnecessary changes to my work projects and assignments i.e. they keep "changing the goal posts"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
My Manager/Supervisor emphasises performance strengths more than my weaknesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
I know how my performance is measured	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Overall, I am satisfied with the management at this company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

What are the most satisfying aspects of your job?
<free text>

What are the least satisfying aspects of your job?
< free text>

What would you change, if anything, about your job?
< free text>

Culture and Morale

Please rate the extent to which you agree with each of the following statements:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The morale within my division is high	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
We have a high performance culture in our company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Relationships in my team are healthy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I feel I am able to achieve a reasonable work/life balance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

If you aren't able to achieve a reasonable work/life balance, why?
<free text>

Please rate the extent to which you agree with each of the following statements:



This organisation demonstrates a commitment to its values	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My organisation delivers on its promises to me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I feel that my opinions are valued at work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I feel that there is excessive competitive behaviour between employees in my organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My co-workers care about the standard and quality of their work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Team members are encouraged to speak up if they disagree with the group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Each member of my team normally participates to the best of their ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My manager demonstrates a commitment to the company's values	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My peers demonstrate a commitment to this organisation's values	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
This organisation demonstrates a commitment to our customers at all times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
This organisation demonstrates a commitment to taking responsibility and valuing initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
This organisation demonstrates a commitment to sharing experience and success	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
This organisation demonstrates a commitment to innovation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
This organisation demonstrates a commitment to performance and long term sustainability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My manager demonstrates a commitment to our customers at all times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My manager demonstrates a commitment to taking responsibility and valuing initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My manager demonstrates a commitment to sharing experience and success	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My manager demonstrates a commitment to innovation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My manager demonstrates a commitment to performance and long term sustainability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Please comment on your working relationship with your manager



<free text>

Please comment on your working relationship with your peers

<free text>

Please comment about your working relationship with Other Staff

<free text>

What are the cultural strengths of the organisation?

<free text>

Remuneration, Recognition and Reward

Please rate the extent to which you agree with each of the following statements:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I feel the pay and benefits I receive are fair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Incentive payments, commissions and bonuses motivate me to work hard and stay with this organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Do you feel you are paid an appropriate salary for the job you are performing?					
<input checked="" type="radio"/> Yes <input type="radio"/> No					

Please rate the extent to which you agree with each of the following statements

The remuneration system is open and transparent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I am recognised when I do a good job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I feel appropriately recognised and rewarded for the work I do and the contribution I make	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I am happy with the level of communication from senior management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Do you have any comments about the working conditions at this company?

<free text>

How do you feel about the benefits provided by this company?

<free text>

Is there any benefit that you value greater than any other?

<free text>



Is there any benefit not offered that you would like?
< free text>

Final Comments

Are you happy to share this information with your manager?
 Yes No

Are there any final comments you would like to make about your job or this organisation in general?
<free text>

What improvements would you suggest to make a positive impact on our company?
<free text>

Are there any comments you would like to make about this survey?
<free text>

