



Individual report: NAME

Exit Interview

COMPANY XXX



Respondent Information

Survey **Company X- Exit Interview**

IP: **110.33.204.191**

Browser: **Internet Explorer 10.0**

Operating System: **Windows 7**

E-mail: **John Smith@company X.com**

Name: **John Smith**



Privacy Disclosure & Consent

You have been invited to complete an exit questionnaire on behalf of Company X. This is your opportunity to share your views about Company X, your job, the people you worked with, as well as your level of remuneration and training. Your feedback is important as it will help us to develop ways of retaining the best people at Company X.

This questionnaire should take no longer than 15 minutes of your work time and needs to be completed in one sitting. We strongly encourage you to complete this questionnaire BEFORE your last day with Company X.

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

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

John

Who was your manager?

Sarah

Would you like all of your responses to be confidential?

Yes No

What was your position in this organisation?

<verbatim comment here>

Are you currently on a working visa?

Yes No

Overall Evaluation and Future Plans

Why did you originally accept a job with this organisation?

<verbatim comment here>

Has this company become a better place to work over time?

Yes No

Please select your top 3 reasons for leaving

- Health
- Work load / pressure
- Inadequate guidance / support
- Remuneration
- Job expectations
- Bureaucracy
- Location of work
- Care giving responsibilities / Family decisions
- Other



If you selected other, please provide your reason(s) for leaving
<verbatim comments here>

Were you actively seeking employment elsewhere?

Yes No

If you answered No to the above question, were you approached by a competitor?

<verbatim comments here>

What attracted you to the new job/company?

<verbatim comments here>

Could we have taken any action to prevent your resignation?

Yes No

If you answered "Yes" to the above question could you please provide specific examples

<verbatim comments here>

Would you ever work for this organisation again?

Yes Maybe No

Would you recommend working at this organisation to others?

Yes Maybe No

What do you plan on doing in the future?

I have accepted a job with another company

I'm travelling

I'm studying

I'm re-locating

My health prevents me from continuing work

I'm currently searching for another job

I'll be starting my own business

I'm not returning from parental leave

Family responsibilities mean I cannot work

I'm retiring

I'm being repatriated

I don't know

Other



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 were ideal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was able to safely work all hours requested of me	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior management is committed to safety	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor is committed to safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any safety issues are resolved quickly	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PPE and Uniforms were provided to me in a timely fashion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
There was help and assistance available to me on HS&E matters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Have you got any suggestions about how to make this company a Safer place to work at?
 <verbatim comments here>



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 received enough training to do well in my job	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was given all of the resources that I needed to do my job	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at this company helped me fulfil my career goals	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt that I had a fair chance of advancement and promotion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
I could 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 received was useful	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Someone at work encouraged my development	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I had a good understanding of the training that was available to me	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you were not provided with adequate training, what additional training should have been provided to you?

<verbatim comments here>

What do you think it takes to succeed in this organisation?

<verbatim comments here>



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 was satisfied with the level of supervision I received from my direct manager	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I received regular feedback about my performance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I found my manager to be receptive to any concerns that I had	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I knew what was expected of me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
I felt motivated to do my best	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My immediate Manager/Supervisor made unnecessary changes to my work projects and assignments i.e. they keep "changing the goal posts"	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Someone at work has discussed my progress with me at work in the last 6 months	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When my performance was being reviewed, my immediate Manager/Supervisor emphasised my performance strengths more than my weaknesses	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I knew how my performance would be measured	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Overall, I was satisfied with the management of this company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

What were the most satisfying aspects of your job?
<verbatim comments here>

What were the least satisfying aspects of your job?
<verbatim comments here>

What would you change, if anything, about your job?
<verbatim comments here>



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 was high	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We have a high performance culture in our company	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relationships in my team were healthy	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt that I was able to achieve a reasonable work / life balance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you weren't able to achieve a reasonable work/life balance, why?
<verbatim comments here>

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

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
This organisation demonstrated a commitment to its values	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My organisation delivered on its promises to me	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt that my opinions were valued at work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt that there was excessive competitive behaviour between employees in my organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Each member of my team normally participates to the best of their ability	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My manager demonstrated a commitment to the company's values	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My peers demonstrated a commitment to this organisation's values	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
This organisation demonstrated 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 demonstrated a commitment to taking responsibility and valuing initiative	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This organisation demonstrated a commitment to sharing experience and success	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This organisation demonstrated a commitment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



to innovation

This organisation demonstrated a commitment to performance and long term sustainability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
My manager demonstrated 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 demonstrated a commitment to taking responsibility and valuing initiative	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My manager demonstrated a commitment to sharing experience and success	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My manager demonstrated a commitment to innovation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My manager demonstrated a commitment to performance and long term sustainability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Please comment about your working relationship with your Supervisor(s)
<verbatim comments here>

Please comment about your working relationship with your Peers
<verbatim comments here>

Please comment about your working relationship with Other Staff
<verbatim comments here>

What if any, are the areas your Manager could improve?
<verbatim comments here>

What were the cultural strengths of this organisation?
<verbatim comments here>



Remuneration, Reward and Recognition

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

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I felt that the pay and benefits I received were fair	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Incentive payments, commissions and bonuses motivated me to work hard and stay with this organisation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you feel you were paid an appropriate salary for the job you were performing at the organisation?

Yes No

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

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The remuneration system was open and transparent	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was recognised when I did a good job	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt appropriately recognised and rewarded for the work I did and the contribution I made	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was happy with the level of communication from senior management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

<verbatim comments here>

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

<verbatim comments here>

Was there any benefit that you valued greater than any other?

<verbatim comments here>

Was there any benefit not offered that you would have liked?

<verbatim comments here>

How does the salary you will be receiving in your new role, compare to your current remuneration?

<verbatim comments here>



Final Comments

Are you happy to share this information with your Manager?

Yes No

Are there any other comments you would like to make about your recent job or this organisation in general?

<verbatim comments here>

What improvements would you suggest to make a positive impact on our company?

<verbatim comments here>

If applicable, please supply details of your next employer (Company, Position, Remuneration)

<verbatim comments here>

Are there any comments you would like to make about this survey?

<verbatim comments here>

