

**EXIT INTERVIEW****Confidential/Personnel****INTRODUCTION**

*The principal purpose of this interview is to provide an opportunity to discuss your experiences during your employment, and your reasons for leaving.*

*It would be much appreciated if you could take a few moments to complete the questionnaire as it will form the basis of the Exit Interview discussion.*

*Your feedback will be treated in utmost confidence, and will only be used in helping the company to find the root cause and to improve employee retention*

**PERSONAL DETAILS:**

<b>Name</b>	
<b>IC Number</b>	
<b>Age</b>	
<b>Gender</b>	
<b>Marital Status</b>	
<b>Position Title</b>	
<b>Department</b>	
<b>Start date</b>	
<b>Last date on payroll</b>	
<b>Monthly Salary</b>	
<b>Benefits (if any)</b>	
<b>Employer</b>	
<b>Nationality of Supervisor</b>	

**NEW ORGANISATION**

Would you be prepared to share the following information?

<b>New Employer</b>	
<b>New Location</b>	
<b>New Position</b>	
<b>New Base Salary</b>	

**EXIT INTERVIEW****Confidential/Personnel****REASONS FOR LEAVING:****Please indicate reason for leaving your employment*****Please rate if the statement applies on a scale of 1 to 5. If not applicable, please leave the statement blank.***

No	Factor	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree	Remarks
1.	Other permanent job	1	2	3	4	5	
2.	Continue further studies	1	2	3	4	5	
3.	Lack of recognition / performance feedback	1	2	3	4	5	
4.	Dissatisfaction with work challenge	1	2	3	4	5	
5.	Poor fit of skills/interests with current job	1	2	3	4	5	
6.	Long term career development opportunities	1	2	3	4	5	
7.	Better learning opportunities (on and off the job)	1	2	3	4	5	
8.	Dissatisfaction with work-life balance (hours/travel/flexible working programmes)	1	2	3	4	5	
9.	Dissatisfaction with supervisor. Please state reason(s).	1	2	3	4	5	
10.	Personal Reasons. Please state.	1	2	3	4	5	
11.	Health Reasons. Please state.	1	2	3	4	5	
12.	Family Reasons. Please state.	1	2	3	4	5	
13.	Dissatisfaction with salary	1	2	3	4	5	
14.	Dissatisfaction with Work Environment (HSSE issues)	1	2	3	4	5	
15.	Any Other (please state)	1	2	3	4	5	

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**COMMENTS:**

Please reflect on the top 3 reasons, which have caused you to leave the Company. Do you have any suggestions on how these issues could be improved?

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**SUPPLEMENTARY QUESTIONS**

Would you consider working for the Company again?

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Were you aware of your assigned tasks and responsibilities as stated in your contract?

- Yes
- No

Have you sighted and agreed to your contract of employment?

- Yes
- No

Are you aware of the company's codes of conduct and grievance procedures?

- Yes
- No

What have you valued and enjoyed about your time with the Company?

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***Thank you very much for your feedback.***