|  |
| --- |
| **INSERT YOUR LOGO HERE** |

**EXIT INTERVIEW PROFORMA #2**

|  |  |
| --- | --- |
| Name |  |
| Gender |  |
| Business Unit  |  |

PLEASE INDICATE THE REASONS YOU ARE LEAVING THE ORGANISATION

|  |  |  |  |
| --- | --- | --- | --- |
| Higher salary? |   | More interesting work? |   |
| Better non-salary benefits? |   | Better fit with workplace culture and values? |   |
| Career Opportunities? |   | More convenient work location? |   |
| Flexible work practices? |   |   |   |

Comments

 PLEASE COMMENT ON HOW SATISFIED YOU WERE WITH EACH OF THE FOLLOWING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OFFICE ENVIRONMENT | Highly satisfied | Satisfied | Dissatisfied | Highly Dissatisfied |
| Physical – heating, lighting, layout etc |   |   |   |   |
| Parking facilities |   |   |   |   |
| Working hours |   |   |   |   |
| Availability of equipment and aids |   |   |   |   |

Comments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   JOB ROLE | HS | S | DS | HDS |
| Opportunities for advancement & development |   |   |   |   |
| Workload |   |   |   |   |
| Nature and content of work |   |   |   |   |
| Performance Review and Development Process |   |   |   |   |
| Your ability to provide input into issues that affect your work |   |   |   |   |

Comments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REMUNERATION AND BENEFITS | HS | S | DS | HDS |
| Present remuneration and benefits in relation to responsibilities |   |   |   |   |
| Superannuation fund |   |   |   |   |
| Other benefits |   |   |   |   |
| Access to flexible working arrangements |   |   |   |   |

Comments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INTERPERSONAL RELATIONSHIPS | Highly Satisfied | Satisfied | Dissatisfied | Highly Dissatisfied |
| Relationship with immediate supervisor/manager |   |   |   |   |
| Relationship with staff in your business unit |   |   |   |   |
| Relationship with staff in other business units |   |   |   |   |

Comments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TRAINING AND DEVELOPMENT | HS | S | DS | HDS |
| Induction |   |   |   |   |
| Initial training and development |   |   |   |   |
| Knowledge of work you were required to do |   |   |   |   |
| Access to additional training programs |   |   |   |   |

Comments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MANAGEMENT | HS | S | DS | HDS |
| Communication of company direction and policy |   |   |   |   |
| Feedback on your performance |   |   |   |   |
| Communication of decisions and other issues affecting you |   |   |   |   |
| Competence of your immediate manager |   |   |   |   |

Comments

|  |  |  |
| --- | --- | --- |
| WORKPLACE CULTURE | YES | NO |
| Does the culture support all staff to develop and reach their potential? |   |   |
| Is the culture supportive of the needs of individual groups? |   |   |
| Does the culture respect individual differences? |   |   |
| Is the workplace free of harassment and bullying? |   |   |

Comments

|  |  |  |
| --- | --- | --- |
| WORKING AT X ORGANISATION | YES | NO |
| Were you employed prior to working here? |   |   |
| Is X a better organisation to work for than others? |   |   |
| Would you advise a friend to work for X? |   |   |
| Would you consider returning to work at X? |   |   |

 Comments

|  |  |  |
| --- | --- | --- |
| YOUR NEW JOB | YES | NO |
| Are you intending to continue working immediately? |   |   |
| Does your new position offer higher remuneration? |   |   |
| Does your new position offer greater career responsibility? |   |   |

Comments

Thank you for completing this information. Your responses will be treated with total confidence