|  |
| --- |
| **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