

Exit Interview Feedback Form

| | |
|---------------------|--|
| Emp Code | |
| Name | |
| Department | |
| Designation : | |
| Joined Designation | |
| Changed Designation | |
| Reporting To | |
| Location | |
| Date of Joining | |
| Date of Relieving | |

1. What is your primary reason for quitting? (Please tick top three important reasons)

- | | |
|--|--|
| <input type="checkbox"/> Better job opportunity | <input type="checkbox"/> Frequent over time |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Work Timing |
| <input type="checkbox"/> Health | <input type="checkbox"/> Lack of growth opportunities |
| <input type="checkbox"/> Pursuing higher education | <input type="checkbox"/> Lack of Training & Development |
| <input type="checkbox"/> Marriage | <input type="checkbox"/> working style of superior and manager |
| <input type="checkbox"/> Joining family business | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Other (please specify) | |

2. What did you like and dislike most in your job here?

Likes:

Dislikes:

3. Did your duties and responsibilities meet with your expectations?

- ☐ Yes ☐ No

Comments:

4. What is more attractive about the new company you are joining?

- ☐ Compensation package
- ☐ Higher designation and role
- ☐ Work timing
- ☐ Five day week
- ☐ Proximity to residence
- ☐ Bigger brand to work with
- ☐ Better employee benefit facilities

5. What do you think about the following at Siyaram? (Please tick).

| | Excellent | Good | Fair | Poor |
|------------------------------------|-----------|------|------|------|
| Role clarity | | | | |
| Compensation | | | | |
| Growth opportunities | | | | |
| Performance appraisal | | | | |
| Administration | | | | |
| Work environment & timing | | | | |
| Employee benefit facilities | | | | |
| Keeping employee informed | | | | |
| Treating employee fairly | | | | |
| Cooperation within your department | | | | |
| Cooperation with other division | | | | |
| Comments: | | | | |

6. Please tell us about your superior. How would you rate him / her on each of the following points? (Please tick).

| | Almost always | Usually | Sometimes | Never |
|--|---------------|---------|-----------|-------|
| Resolved complaints & concerns promptly | | | | |
| Demonstrated equitable treatment (was impartial) | | | | |
| Recognized your accomplishment (gave you credit for your accomplishment) | | | | |
| Upgraded your knowledge & was interested in your development | | | | |
| Was sensitive to employees' need | | | | |

| | | | | |
|---|--|--|--|--|
| Encouraged feedback and suggestions from you (did not discourage / discount your suggestions) | | | | |
| Provided Leadership | | | | |
| Provided feedback on performance | | | | |
| Kept you informed | | | | |
| Comments : | | | | |

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|--|
| 7. What suggestions do you have to make Siyaram a better place to work? |
| |

| |
|---|
| Would you recommend this company to any of your acquaintances? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |

Thank you for your feedback

- ☐ Please call me, my phone number is _____
- ☐ Please write to me, my E-mail id is _____
- ☐ Company joining (if you want to share) _____

Employee Signature

| |
|-----------------------|
| For Office Use only : |
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|--|
| Exit Interview Date: Exit interview conducted by: |
| Remarks |