

Company Name



Exit Interview Form

Document No:

Rev. No. :

Date :

1. The purpose of this exit interview is to identify areas that require improvement in work processes and identify what are motivating factors to retain employees in Version systems pvt.ltd.
2. Please feel free to express your opinions and suggestions
3. The opinions expressed in this form are kept strictly confidential

Name: _____ Designation: _____ Department: _____

1. What prompted/motivated you to search for a new job?

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2. What is the main reason for leaving?

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3. What circumstances would have prevented your departure?

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4. What is the most interesting part of your job?

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5. What part of your job is not interesting?

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6. What are the helping factors for performing well in Version systems pvt.ltd?

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7. What are the hindering factors for not achieving your goals?

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8. What on-the-job achievement has given you sense of satisfaction?

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9. What is the most embarrassing situation you have faced in Version systems pvt.ltd?

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10. What did you think of your immediate superior on the following points

Particular	Yes	No	Sometimes	Write your remarks if you have any
a) Was consistently fair				
b) Recognizes and uses appreciative language when good job done				
c) Not at all biased with any one in our team				
d) Was sensitive to departmental problems				
e) Consults before taking decision				
f) Never uses de-motivating words and sarcastic language				

11. Please rate the following factors in Version systems pvt.ltd.

Particular	Excellent	Good	Fair	Poor
Co-operation you have received from your peers				
Co-operation you have received from other departments				
Company's performance review system				
Physical conditions of work & commutation facilities				
Opportunities for implementing / experimenting new ideas				
Overall work-place relationships among employees in your unit				
Training & Development opportunities				
Systems and work-flow Processes				

12. What suggestions do you have to make Version systems pvt.ltd., a better place to work

Date

Signature