EXIT INTERVIEW QUESTIONNAIRE

(These are the potential questions to ask your member during the exit interview. You can also send the questionnaire to your members if they feel good about writing their thoughts.)

*Hello,*

*If you have this document, it means you want to leave this organisation and we respect your decision. Before you leave the organisation we would love to know how was your experience in the organisation, your reason of leaving and how can we improve the experience of the members in the LC that comes after you and are currently present.*

*The questionnaire is divided in 4 parts:*

 *Reason of Leaving*

 *Job Role Satisfaction*

 *Leadership and Support*

 *Others.*

*Answer the questions as brief as possible so we can understand you better.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | LC Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email Address: |  | Department |  |
| Date of Joining: (Month/Year) |  | Date of Leaving: (Month/Year) |  |

REASON FOR LEAVING

|  |  |
| --- | --- |
| Why have you decided to leave the organization? |  |
| Did anything trigger your decision to leave?Follow up: Was a single event responsible for your decision to leave? |  |
| Have you shared your concerns with anyone in the company prior to deciding to leave? |  |

JOB SATISFACTION

|  |  |
| --- | --- |
| What was most satisfying about your job? What was least satisfying about your job? |  |
| What did you like most about this organization? What did you like least about this organization? |  |
| What would you improve to make our workplace better? |  |
| What would you change about your job? |  |
| Did this organization help you to fulfill your career goals? |  |

LEADERSHIP AND SUPPORT

|  |  |
| --- | --- |
| How was your relationship with your manager/Team Leader? What could your Team Leader do to improve his or her management style and skill? |  |
| Did you have clear goals and know what was expected of you in your job? |  |
| Did you receive enough training to do your job effectively? |  |
| Did you receive adequate support to do your job? |  |
| Did you receive adequate feedback about your performance day-to-day and in the performance development planning process? |  |

OTHER

|  |  |
| --- | --- |
| Based on your experience with us, what do you think it takes to succeed at this organisation? |  |
| Would you recommend working for this organisation to your family and friends? why? |  |
| What is your experience of employee morale and motivation in the company? |  |
| Any other comments |  |

Thank you for being part of this organisation and Local Committee. We appreciate and love the time we have spend in the organisation together.