To be facilitated by someone other than the employee /contractors immediate team leader.

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |  | Date |  |
| Position |  | Length of Service |  |

1. What were your reasons for leaving name of organisation?

|  |
| --- |
| ❑ Desire for career change ❑ Insufficient remuneration❑ Health issues ❑ Poor work conditions / culture❑ Poor training ❑ Workload too high❑ Family or personal needs ❑ Poor leadership / management❑ Retirement ❑ Lack of empowerment❑ Further education ❑ Lack of advancement opportunities❑ Job offer ❑ Non-renewal of contract❑ Redundancy ❑ Change of address  |

2. What was your **main** reason for leaving name of organisation?

|  |
| --- |
|   |

1. What attracted you to your subsequent position elsewhere? (if applicable)

|  |
| --- |
| ❑ Interesting position ❑ Career progression❑ Opportunities for training ❑ Opportunities for advancement❑ Pay ❑ Location❑ Flexibility ❑ Other  |

1. How long have you been considering leaving name of organisation?

|  |
| --- |
| ❑ Less than one month ❑ One to three months❑ Three to six months ❑ More than six months |

1. How satisfied were you with the quality of your work environment?

|  |
| --- |
| ❑ Very dissatisfied ❑ Dissatisfied❑ Satisfied ❑ Very satisfied  |

Tell us how much you agree or disagree with the following statements?

1. My immediate supervisor was respectful and fair

|  |
| --- |
| ❑ Strongly disagree ❑ Disagree❑ Agree ❑ Strongly agree  |

1. My immediate supervisor was knowledgeable about my job

|  |
| --- |
| ❑ Strongly disagree ❑ Disagree❑ Agree ❑ Strongly agree  |

1. I received the training I needed to do my job

|  |
| --- |
| ❑ Strongly disagree ❑ Disagree❑ Agree ❑ Strongly agree  |

1. I was provided sufficient time to complete my job responsibilities

|  |
| --- |
| ❑ Strongly disagree ❑ Disagree❑ Agree ❑ Strongly agree  |

1. I was provided adequate equipment and resources needed to perform my job responsibilities

|  |
| --- |
| ❑ Strongly disagree ❑ Disagree❑ Agree ❑ Strongly agree  |

1. I found my work interesting and stimulating

|  |
| --- |
| ❑ Strongly disagree ❑ Disagree❑ Agree ❑ Strongly agree  |

1. My co-workers treated me with respect

|  |
| --- |
| ❑ Strongly disagree ❑ Disagree❑ Agree ❑ Strongly agree  |

1. My workload was

|  |
| --- |
| ❑ Too much ❑ About right ❑ Too little  |

1. Overall how satisfied were you working for name of organisation?

|  |
| --- |
| ❑ Very dissatisfied ❑ Dissatisfied❑ Satisfied ❑ Very satisfied  |

 15. What did you like most about working for name of organisation?

|  |
| --- |
|   |

16. What did you like least about working for name of organisation?

|  |
| --- |
|   |

 17. What, if anything, could have been done to keep you with name of organisation?

|  |
| --- |
|   |

18.How often did you receive feedback about your performance?

|  |
| --- |
| ❑ Every week ❑ Every month❑ Every three – six months ❑ Once a year❑ Less than once a year ❑ Never |

19. Would you consider working for name of organisation again?

|  |
| --- |
| ❑ Yes ❑ No ❑ Don’t know  |

1. What constructive suggestions do you have for improving employment within the organisation?

|  |
| --- |
|   |