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)

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| --- |
| ❑ 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?

|  |
| --- |
|  |