



EXIT INTERVIEW

Please complete and return this questionnaire to the Human Resources & Administration Manager. The information will be valuable to MANEPO to address issues of concern to staff.

Employee name:

Line Manager:

Start date:

Leaving date:

Reasons for leaving: Please indicate which factors have influenced your decision to leave and rate them on a scale of 1 – 4 as follows:

Scale	1	2	3	4
Factor	Main reason for leaving	Strong factor leading to decision	Influenced decision	Minor factor adding to decision

Reason for leaving	Scale 1 - 4	Reason for leaving	Scale 1 - 4
End of contract		Lack of consultation/communication	
Dissatisfaction with pay		Lack of training, coaching development	
Dissatisfaction with terms and conditions		Lack of career prospects or job security	
The job (dissatisfaction, lack of challenge etc)		Lack of recognition/appreciation	
Workload issues (stress etc)		Relationships with colleagues	
Dissatisfaction with the work environment		Work/life balance issues e.g. family, travel, hours of work etc.	
Management support/relationship with line manager		Other (please specify)	

Please expand on your reasons for leaving:

Are there any organisational issues you would like to comment on for consideration by Senior Management Team eg. aims, values, structure, ways of working, organisational activities, priorities etc?:

Do you have any comments on the job, the future of the job, suggestions for change, improvement etc?

Do you have any feedback on MANEPO Human Resources policies, procedures and practice or communications and consultation processes?

Do you have any other comments you would like to make about your experience of working for MANEPO?

Signed by employee:

Date:

Comments by interviewer:

Signed by interviewer:

Date:

Thank you for completing this form.

