

EXIT INTERVIEW FORM

NAME:	Date:	
DOJ :	DOL :	
	ON JOINING	ON LEAVING
DESIGNATION		
REPORTING TO		
LOCATION		
CELL		
JOB RESPONSIBILITIES:		

Given below are a few statements regarding your job and the organization. The purpose here is to make, your organization, Sai Eternal Foundation more effective and productive in its operations. So, with the experience you had with Sai Eternal Foundation, kindly rate the following on a scale of 1 to 5 by circling the appropriate option, where:

- 1 = Never
- 2 = Rarely
- 3 = Sometimes
- 4 = Often/Mostly
- 5 = Always

S.No.	PARAMETER / STATEMENTS	RATING
Job - Related		
1	My job had clearly defined roles and responsibilities.	1 2 3 4 5
2	My job contributed significantly to the organization.	1 2 3 4 5
3	My job provided enough scope to utilize my skills and knowledge.	1 2 3 4 5
4	My job provided me with all the resources needed for the job by me.	1 2 3 4 5
5	My job content was in accordance to my needs and expectations.	1 2 3 4 5
6	My job gave me ample opportunity to grow in the job.	1 2 3 4 5
Leadership		
7	My seniors were a role model to me.	1 2 3 4 5
8	My seniors shared an open and transparent relationship with me.	1 2 3 4 5
9	My seniors provided me with clear directions.	1 2 3 4 5
10	My seniors encouraged and inspired me to take initiative.	1 2 3 4 5
11	My seniors had set performance standards for me.	1 2 3 4 5
12	My seniors were accessible to me whenever the need be.	1 2 3 4 5
13	My seniors gave adequate feedback about my strengths and weaknesses.	1 2 3 4 5
14	My seniors treated me fairly and with respect.	1 2 3 4 5
Career Development and Growth		
15	My job provides me ample opportunities for both horizontal and longitudinal growth.	1 2 3 4 5
16	My job gave me enough opportunity to enhance my training and knowledge.	1 2 3 4 5
17	My job helped me in my self-development.	1 2 3 4 5

18	My job fulfilled my professional aspirations for growth.	1	2	3	4	5
19	My job gave me enough opportunity to improve my technical knowledge and skills.	1	2	3	4	5
20	My job gave me enough opportunity to improve my behavioural skills.	1	2	3	4	5
21	My organization had a fair and objective appraisal process.	1	2	3	4	5
Compensation						
22	My compensation package ensured both internal and external equity.	1	2	3	4	5
23	My compensation package was based on my performance.	1	2	3	4	5
24	My job paid me sufficient incentives.	1	2	3	4	5
25	My job provided me with benefits related to health, insurance, etc.	1	2	3	4	5
26	My job paid me according to my expectations.	1	2	3	4	5
Work – Environment						
27	My colleagues help me whenever the need be.	1	2	3	4	5
28	My colleagues accept any disagreements with an open mind	1	2	3	4	5
29	My job involved an open and transparent communication.	1	2	3	4	5
30	My colleagues involved me in the decision-making process.	1	2	3	4	5
31	My organization followed the “speak up” culture.	1	2	3	4	5
32	My job help me to maintain the work-life balance.	1	2	3	4	5

<p>What is making you leave Sai Eternal Foundation? Compensation/Job – Related/Leadership/ Work Environment/Higher Studies/Own Business/Health Problems/ Family Problems/Locational Constraints/Non–Performance (only when asked to quit) or Any Other, Please Specify.</p> <p>Which Organization are you joining?</p> <p>With what profile/role/designation & CTC?</p> <p>What is the organization structure of the Organization you are joining?</p> <p>How would you compare Sai Eternal Foundation to the organization you are going to join?</p>	<p><u>REMARKS</u></p>
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<p>With your experience</p> <p>What do you think are the strong areas of Sai Eternal Foundation?</p> <p>Where do you think Sai Eternal Foundation can improve? And how?</p> <p>Were all the resources available for you to do your job well?</p> <p>What did you most like and least like about your job?</p> <p>How was your relationship with your manager and team?</p> <p>Would you like to come back to Sai Eternal Foundation, if an opportunity arises?</p> <p>Any other feedback</p> <p>THANKS FOR YOUR VALUABLE FEEDBACK</p>	<p><u>REMARKS</u></p>
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