|  |  |  |  |
| --- | --- | --- | --- |
| Employee ID |  | HOD / Supervisor |  |
| Employee Name |  | Job Type |  |
| Designation |  | Gender |  |
| Department |  | Joining Date |  |

Please take a few minutes and fill in the following exit interview questions as candidly as possible. Your response will be treated as confidential. We believe that the information is of vital importance and will assist us in making improvements in the future. Thank you for your cooperation and time.

1. **Please specify the reason of your resignation;**
* Retirement □ Salary / Remuneration
* Job Dissatisfaction □ Lack of Recognition / Appreciation
* Health Reasons □ Quality of Supervision / Management
* Working Conditions □ Personal or Domestic
* Lack of promotional opportunities □ Other (Please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **Please () the appropriate box**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Questions** | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** |
| **A.** | **Supervision** |  |  |  |  |
| i. | My supervisor provided support, encouragement & recognition |  |  |  |  |
| ii. | My supervisor demonstrated fair & equal treatment (no favoritism) |  |  |  |  |
| iii. | My supervisor was having attitude/behavior problem |  |  |  |  |
| **B.** | **Salary & Other Benefits** |  |  |  |  |
| iv. | I was fairly compensated/paid for my position |  |  |  |  |
| v. | I was satisfied with the benefits provided by MTI-HMC (e.g. entitlement, accommodation, allowance) |  |  |  |  |
| **C.** | **Career Development** |  |  |  |  |
| vi. | Basic training and orientation was given to me initially by HR and by department in conjunction with all relevant policies & procedures |  |  |  |  |
| vii. | Professional development, training opportunities were offered along with presence of potential growth & promotion |  |  |  |  |
| viii. | I was satisfied with the performance evaluation process |  |  |  |  |
| **D.** | **Working Environment** |  |  |  |  |
| ix. | There was no communication gap or problem between Managers and employee & vice versa |  |  |  |  |
| x. | There were adequate health and safety measures provided during my job |  |  |  |  |
| xi. | The environment was flexible and there was no organizational politics |  |  |  |  |
| xii. | There was no gender biasness in the environment and everyone was respectful |  |  |  |  |
| **E.** | **Job Structure** |  |  |  |  |
| xiii. | My job description was clearly communicated to me |  |  |  |  |
| xiv. | Work load was manageable  |  |  |  |  |
| xv. | There was fair &sufficient reward system |  |  |  |  |

1. **Overall Experience (how was your overall experience and working at MTI-HMC)**

**Outstanding Good Disappointing**

1. **Would you consider working at MTI-HMC in future?**

**Yes No**

1. **What does your new job offer that MTI-HMC does not?**
* Better Environment
* Better Salary/remuneration
* Professional Growth& Development / Work Experience
* Work Schedule (suitable timings)
* Other benefits (i.e. accommodation, transport etc.)
* Other please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **What recommendations or suggestions you would like to give to MTI-HMC and its administration to improve and retain employees?**

**For Official Use:**

Name & Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature& stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_