



IME (M) SDN BHD PRIVATE & CONFIDENTIAL
EXIT INTERVIEW QUESTIONNAIRE

All resigning employees are required to fill up an "Exit Interview Questionnaire" which followed by an interview session. The objectives of this exercise are: -

- 1 To give the employees an opportunity freely on the reason for resigning.
- 2.To obtain feedback from the employee to improve the working conditions or policies for remaining employees.

This interview will be conducted by Department Head/Human Resource Department with the resigning staff.

Kindly answer the questions frankly and (YOUR ANSWER WILL BE TREATED IN STRICT CONFIDENTIAL).

Date: _____	Emp No: _____
Branch/Dept: _____	Immediate Superior: _____
Hire Date: _____	Termination Date: _____
Starting Position: _____	Ending Position: _____
Starting Salary: _____	Ending Salary: _____

PART 1: Reason for Leaving

More than one reason may be given if appropriate; if so, circle primary reason.

RESIGNATION

- | | |
|--|---|
| <input type="checkbox"/> Better offer
<input type="checkbox"/> Pregnancy – Home/family needs
<input type="checkbox"/> Poor health – Physical disability
<input type="checkbox"/> Relocation to another city
<input type="checkbox"/> Travel difficulties
<input type="checkbox"/> Further study
<input type="checkbox"/> No response to recall from layoff | <input type="checkbox"/> Dissatisfaction with salary
<input type="checkbox"/> Dissatisfaction with type of work
<input type="checkbox"/> Dissatisfaction with supervisor
<input type="checkbox"/> Dissatisfaction with co-workers
<input type="checkbox"/> Dissatisfaction with working conditions
<input type="checkbox"/> Failure to return from leave of absence
<input type="checkbox"/> Others (specify) _____ |
|--|---|

Please clarify for the selected reason, if any,

LAI D OFF

- Lack of work
- Plant/facility closure
- Abolition of position
- Lack of funds

RETIREMENT

- Voluntary retirement
- Compulsory retirement

DISCHARGE

- | | |
|---|--|
| <input type="checkbox"/> Absenteeism
<input type="checkbox"/> Violation of rules, policies, etc.
<input type="checkbox"/> Unsatisfactory work performance
<input type="checkbox"/> Intoxication
<input type="checkbox"/> Others (specify) _____ | <input type="checkbox"/> Tardiness
<input type="checkbox"/> Dishonest
<input type="checkbox"/> Insubordination
<input type="checkbox"/> Drug addition |
|---|--|

Plans after leaving:



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PART II: Comments/Suggestions for Improvement

1. What did you like most about your job? _____

2. What did you like least about your job? _____

3. How did you feel about the remuneration package and benefits?

	Excellent	Good	Fair	Poor
• Rate of salary for your job	()	()	()	()
• Paid annual leave	()	()	()	()
• Working hours	()	()	()	()
• Medical Coverage for self	()	()	()	()
• Medical leave	()	()	()	()

4. How did you feel about the following?

	Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied
• Opportunity to use your abilities	()	()	()	()	()
• Recognition for the work you did	()	()	()	()	()
• Training you received	()	()	()	()	()
• Your supervisor's management methods	()	()	()	()	()
• To opportunity to talk with your supervisor	()	()	()	()	()
• The information you received on policies, programmed and problems	()	()	()	()	()
• The information you received on departmental policies and organizational structure	()	()	()	()	()
• HR policies and practices	()	()	()	()	()
• Physical working conditions	()	()	()	()	()
• Team work encouraged by superior	()	()	()	()	()
• Fairness style practiced by superior	()	()	()	()	()
• Working condition	()	()	()	()	()
• Support you received to do your job effectively	()	()	()	()	()

5. What could your supervisor do to improve his or her management style and skill?



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6. Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing?

7. What is your experience of employee morale and motivation in the company?

8. Did you have clear goals and know what was expected of you in your job?

9. Did you receive adequate feedback about your performance day-to-day and in the performance development planning process?

10. Describe your experience of the company's commitment to quality and customer service.

11. What would you recommend to help us create a better workplace?

12. What were the most important factors in your deciding to take a new job? Salary? Benefits? Job functions? Something else?

13. Other remarks: (Optional)

All information provided by you will be kept confidential and used only for the purpose of organizational improvement.

Employee's Signature

Date

Panel Interviewer

Date