

**EXIT INTERVIEW FEEDBACK**

Name of Employee:	Employee Code:
Designation:	Department:
Qualification:	Experience:
Date of Joining:	Location:
Date of Resignation:	Date of Relieving:

<b>1</b>	<b>ON JOINING</b>	<b>Comments</b>
1.1	Was your job profile made clear to you at the time of joining the Company?	
1.2	Was your reporting relationship made clear to you at the time of joining?	
1.3	Did you find the same job profile after joining the Company as was conveyed to you?	
1.4	Was your profile challenging enough?	
1.5	Were your skills optimally utilized?	
1.6	Did you get guidance/support from you superiors?	
1.7	Was the working environment congenial?	
1.8	Were you & your family made comfortable on joining?	
<b>2</b>	<b>INDUCTION</b>	
2.1	Did you attend Induction Program? If yes, did you find it useful?	
<b>3</b>	<b>TRAINING</b>	
3.1	Did you attend any training program in the Company?	
3.2	Did you find these programs useful in your work?	
<b>4</b>	<b>COMPANY POLICIES</b>	
4.1	Are the Company policies employee friendly?	
4.2	How would you rate compensation (Excellent, V Good, Good, Etc.)	
4.3	Delegation of authority vis a vis responsibility	
<b>5</b>	<b>REGRET WE ARE PARTING</b>	
5.1	What are the main reasons for your separation?	
5.2	Can we request you to reveal the name of the Company you are joining?	
5.3	Level at which you are joining	
5.4	Compensation offered	
5.5	In your opinion what are the threats the Company is facing	
5.6	Any suggestions for improvement of the company	
5.7	If opportunity is present in future, would consider joining us back?	

**Comments of Human Resources:**

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Signature:

Date: