



## EXIT INTERVIEW

The institution appreciates your participation in this interview and would like to thank you for your time and input.

<b>NAME:</b>											<b>DEPARTMENT:</b>							
<b>DESIGNATION:</b>																		
<b>DATE OF APPOINTMENT:</b>	Y	Y	Y	Y	M	M	D	D	<b>DATE OF TERMINATION:</b>	Y	Y	Y	Y	M	M	D	D	

**Please state your reason(s) for leaving TUT**

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**Please indicate your opinions of each of the employment factors below:**

### 1. OPPORTUNITY FOR ADVANCEMENT

How did you rate your chances for advancement?

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Were there any possibilities for promotion or career path development?

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What were your expectations when you started to work for TUT and were they met?

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### 2. WORKING CONDITIONS

What was your opinion of the physical conditions under which you were required to work?

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### 3. SALARY AND BENEFITS

In the light of the work you were performing and your experience and qualifications, what are your views on the salary and benefits paid to you?

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### 4. TRAINING AND USE OF KNOWLEDGE

Was there a need for further training in your work?

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Do you feel that you were given fair opportunities to attend relevant training programmes?

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Were you able to practically use the skills and acquired knowledge during the training sessions?

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### 5. JOB SATISFACTION

Indicate the degree to which you have found your work satisfying and appropriate in respect of your abilities/ qualifications.

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Were you happy with the nature and content of your work?

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Was the workload sufficient for a day's productive outputs?

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Did you have clarity in your role and function (Job Profile)?

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## 6. RELATIONS AND COMMUNICATION

How was your relationship and communication with your seniors?

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How was your relationship with your colleagues and associates?

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Have you ever been in conflict with a particular person in your department?

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Did you feel at ease to discuss/ report any problems or dissatisfaction at any given time?

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Indicate the extent to which you feel that you were kept informed of TUT's plans and developments that affected your work.

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Indicate the extent to which you feel that you were able to communicate satisfactorily with your line manager and higher levels of Management (i.e. Involvement and Participation in decision making)

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## 7. ORGANIZATIONAL CULTURE

What are your thoughts about the changes that took place in TUT?

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Did you at any stage have any fears about losing your job?

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**8. TUT IMAGE**

Would you say that TUT is a good organization (Please elaborate)?

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If possible, would you work for TUT again (Please elaborate)?

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**9. HOW WAS YOUR TERMINATION OF SERVICE HANDLED?**

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**10. ADDITIONAL COMMENTS THAT YOU WOULD LIKE TO DRAW TO THE ATTENTION OF  
MANAGEMENT:**

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Employee signature: ..... Date: .....

**Interviewer's comments and recommendations:**

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**Interviewer's name:** .....

**Date:** .....

**Line Manager's comments:**

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**Manager's Name:** .....

**Date:** .....

**Completed form to be placed in the staff member's file**