**Exit Interview Questionnaire**

|  |  |
| --- | --- |
| Name: | Position: |
| FPO | **Name of reporting manager:** |
| Joining date: | **Exit Date:** |

Please rank the top five reasons that led to your decision to leave the organization.

|  |  |
| --- | --- |
|  | Higher salary |
|  | Dissatisfaction with supervisor/leadership |
|  | Dissatisfied with company’s culture |
|  | Lack of job security |
|  | Dissatisfied with work hours |
|  | Dissatisfied with training and development opportunities |
|  | Remote work location |
|  | Transportation problem |
|  | Career advancement/change |
|  | Lack of growth opportunities |
| Additional comments: | |

In this section, please assess supervision in your company. Please tick.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor |
| Provided feedback on my performance |  |  |  |  |
| Treated me with respect and courtesy |  |  |  |  |
| Led by example |  |  |  |  |
| Helped me solve problems |  |  |  |  |
| Was available when I needed help |  |  |  |  |
| Resolved complaints and problems |  |  |  |  |
| Training opportunities were available within the department |  |  |  |  |
| Training opportunities were available outside the department |  |  |  |  |
| Provided positive feedback and recognition |  |  |  |  |
| Comments: | | | | |

In this section, please assess your working conditions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor |
| My work schedule was convenient |  |  |  |  |
| Overtime demands were reasonable |  |  |  |  |
| Relationship with team |  |  |  |  |
| Relationship with end-beneficiaries/other stakeholders |  |  |  |  |
| Team atmosphere and morale |  |  |  |  |
| Adequate guidance in resolving work-related or personal problems |  |  |  |  |
| Work location |  |  |  |  |
| Comments: | | | | |

|  |  |  |
| --- | --- | --- |
| Under what circumstances would you have stayed at (FPO Name)? | | |
| What did you like best about working in the (FPO Name)? | | |
| What did you like least about working in the (FPO Name)? | | |
| Any additional comments? We are particularly interested in any suggestions for improving working environment in the FPO. | | |
| Would you recommend (FPO Name) as a good place to work to a friend? | **Yes** | **No** |

|  |  |
| --- | --- |
| How may we contact you? | |
| Mobile: |  |
| Address: |  |
| Email: |  |