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| --- | --- | --- | --- | --- | --- |
| **Employee / Interview Details** | | | | | |
| **Employee:** | Click or tap here to enter text. | | | **Manager:** | Click or tap here to enter text. |
| **Position:** | Click or tap here to enter text. | | | **Interview date:** | Click or tap here to enter text. |
| **Department:** | Click or tap here to enter text. | | | **Date leaving:** | Click or tap here to enter text. |
| **Interview conducted by:** | | Click or tap here to enter text. | | | |
| **Reasons for Leaving** | | | | | |
| Select one or more: | | |  | |  |
| Career opportunity | | | Difficult work relationships | | Closer to home |
| Higher salary | | | Career change | | Personal reasons |
| Job security | | | Workplace culture | | Other (please specify) |
| Better benefits | | | Better work/life balance | |  |
| **The Job** | | | | | |
| What did you most like about your job?  Click or tap here to enter text. | | | | | |
| What did you most dislike about your job?  Click or tap here to enter text. | | | | | |
| What would you change about the role?  Click or tap here to enter text. | | | | | |
| Do you feel that you had the necessary resources and support to enable you to do your job? If not, what was needed?  Click or tap here to enter text. | | | | | |
| Did you have clear goals and know what was expected of you in your role?  Click or tap here to enter text. | | | | | |
| Were your skills used effectively in your role?  Click or tap here to enter text. | | | | | |
| Were the job responsibilities and expectations conveyed accurately during the interview process?  Click or tap here to enter text. | | | | | |
| **The Manager** | | | | | |
| How would you describe your relationship with your manager?  Click or tap here to enter text. | | | | | |
| What could your manager do to improve his/her management style and skills?  Click or tap here to enter text. | | | | | |
| Did your manager have sufficient knowledge and understanding of your role?  Click or tap here to enter text. | | | | | |
| Do you feel your manager recognised and acknowledged your strengths and achievements in the role?  Click or tap here to enter text. | | | | | |
| Did your manager provide constructive feedback?  Click or tap here to enter text. | | | | | |
| **The Organisation** | | | | | |
| Was the induction process positive, helpful and provide all necessary information to enable you to do your job?  Click or tap here to enter text. | | | | | |
| What did you enjoy about working at Kyeema Support Services?  Click or tap here to enter text. | | | | | |
| What did you dislike about working at Kyeema Support Services?  Click or tap here to enter text. | | | | | |
| Do you believe that Kyeema Support Services was a positive and supportive environment to work in? Why / why not?  Click or tap here to enter text. | | | | | |
| Did you clearly understand and feel a part of the accomplishment of Kyeema Support Services vision and values?  Click or tap here to enter text. | | | | | |
| Do the policies and procedures of Kyeema Support Services help to create a well-managed, consistent and fair workplace in which expectations are clearly defined?  Click or tap here to enter text. | | | | | |
| Do you have any suggestions as to how Kyeema Support Services can improve?  Click or tap here to enter text. | | | | | |
| **Remuneration and Benefits** | | | | | |
| Was the salary commensurate to the responsibilities of the job?  Click or tap here to enter text. | | | | | |
| Do you believe that work-life balance was promoted and practiced at Kyeema Support Services?  Click or tap here to enter text. | | | | | |
| Were the organisational benefits and other reward and recognition efforts adequate?  Click or tap here to enter text. | | | | | |
| **Other** | | | | | |
| Is there anything the organisation could have done to change your mind about leaving?  Click or tap here to enter text. | | | | | |
| Would you consider working for Kyeema Support Services in the future?  Click or tap here to enter text. | | | | | |
| Would you recommend Kyeema Support Services as a good place to work?  Click or tap here to enter text. | | | | | |
| What are the skills and attributes you think we should seek in the person who will fill your job role?  Click or tap here to enter text. | | | | | |
| What does your new organisation offer that encouraged you to accept their offer and leave Kyeema Support Services?  Click or tap here to enter text. | | | | | |

On behalf of Kyeema Support Services we thank you for your service and wish you well in your future endeavours. If you require a certificate of service, please contact Human Resources to arrange this.

Please remember to return all electronic devices, keys, ID badge and any other belongings of Kyeema Support Services to Human Resources.