

EXIT INTERVIEW FORM

EMPLOYEE NAME	EMPLOYEE #
JOB TITLE	DATE EMPLOYED
DEPARTMENT / SECTION	DATE OF SEPARATION
IMMEDIATE SUPERIOR	ELIGIBLE FOR REHIRE <input type="checkbox"/> YES <input type="checkbox"/> NO

QUESTIONNAIRE

1. Ratings Definitions:
 1 - Very Satisfied 2 - Satisfied 3 - Average 4 - Dissatisfied 5 - Very Dissatisfied

Factors	1	2	3	4	5
Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Managements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nature of the Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity for Career Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Job Satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Please explain in your own words why you are leaving.

3. Please explain the positive items or experiences you had during your employment/training with Kino Biotech Pte. Ltd. which encouraged you to perform your job/to stay.

4. Please explain the experiences, policies or procedures that either posed difficulties to you during your employment /training with Kino Biotech Pte. Ltd., possibly caused you to have unfavorable opinion, or may have even triggered your decision to resign.

5. Would you describe your working relationship (with respect to both your particular job and your relationship with fellow workers) as pleasant or unpleasant?

6. What do you recommend to make it a better place to work?

7. Could the company have prevented you from leaving?

8. Given the chance, would you consider working for Kino Biotech Pte. Ltd. again?

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| 9 I value and respect my supervisor's assistance | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 10 I was always treated with respect. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 11 My performance was formally evaluated on a regular basis. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 12 Work was well organized to deliver quality output and service. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 13 Overall when compared to other companies, my pay is competitive | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 14 I will recommend this company to friends as a good place to work in. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 15 I have confidence in the managers running the company. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 16 The cultures and values of the company were always manifested and clearly observed in day to day interaction, decision making processes and personal interactions within the company. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 17 The company makes employment decisions, such as promotions, pay and discipline, on the basis of objective and fair criteria. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 18 I adjusted to my work schedule quickly. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 19 Overall when compared to other companies, my non-cash benefit package is competitive. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 20 I received regular coaching and mentoring. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 21 Teamwork across departments is good. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 22 Management as well as my co-employees always aim for improvement. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |

- 23 Goals and objectives set by my superior and me were always clear and attainable. YES NO
- 24 My pay was always computed accurately. YES NO
- 25 I have confidence in my immediate superior's competencies. YES NO
- 26 The company seeks employee ideas and opinions. YES NO
- 27 Job openings were posted or communicated to me. YES NO
- 28 I was allowed sufficient time to adjust physically to changes in my work schedule. YES NO
- 29 My superior gave me a clear direction and was objective and fair in evaluating my performance. YES NO
- 30 With rare exception, my co-workers are honest with personal integrity. YES NO
- 31 Information I needed to do a good job is communicated to me. YES NO
- 32 Changes in my work schedule were communicated on time. YES NO
- 33 Supervisors comply with government and company standards. YES NO
- 34 My co-workers are generally friendly and approachable. YES NO
- 35 I was properly trained and oriented for my job. YES NO
- 36 My supervisors' standards were always realistic and attainable. YES NO
- 37 My superiors inspired me to achieve and excel. YES NO
- 38 I was always able to approach someone at work whenever I had work related problems,
and they provided me with enough support. YES NO
- 39 I was encouraged to advance my skills and career. YES NO
- 40 The work I was doing on the whole was approximately what I expected to be doing. YES NO
- 41 I clearly observed objectivity and fairness in my superior's decisions on issues affecting my team. YES NO
- 42 When I lodged a letter of intent to transfer or for a vacant position, I got timely feedback regarding it. YES NO
- 43 The schedule I worked at was what I expected it to be. YES NO
- 44 My superior always gave me timely and constructive feedback on my performance. YES NO
- 45 Management personnel clearly manifested the culture and values of the company
and led by example. YES NO
- 46 Management demonstrated sincerity by putting words into action. YES NO
- 47 Leaders in the company always encouraged participation from others and valued others' opinion. YES NO
- 48 Employees feel proud of the company. YES NO

Employee's Signature : _____

Date : _____

TO BE FILLED OUT BY HUMAN RESOURCE DEPARTMENT ONLY

Comments

RECEIVED BY : _____
HR

DATE : _____