

# Exit Interview Individual Report

Sam Sample

Prepared for ABC Group

10 Feb 2017



Prepared by  
**OPRA Group Limited**

[www.opragroup.com](http://www.opragroup.com)

**DISTRIBUTION INFORMATION:** This is a confidential Exit Survey.

Sam may not have given consent for this report to be shared with their manager/s, please check page 3. It has been acknowledged and accepted that this report will be seen by the HR team.



## Background

Completion of this exit survey was done on a completely voluntary basis, and was carried out on behalf of ABC Group by OPRA Consulting Group. Each interview is completed either by telephone, face-to-face or electronic questionnaire.

## Confidentiality

This document contains sensitive information in relation to the employee's experiences while working at ABC Group. Included in this report is a summary of why the employee is leaving, what specifically influenced their decision to leave, as well as other areas of organisational interest.

This report is entrusted to you on the understanding that it will be kept secure, and will be used to:

- Identify what your organisation is doing well
- Pinpoint areas where you can improve
- Confirm the skill sets, experience, and attributes needed for the job
- Capture useful knowledge, contacts, tips, etc. from the exiting employee

Should this information be needed for different purposes, please contact OPRA Consulting Group for guidance.

## Using this Report

For staff to buy into and support the exit interview initiative, it is essential that they see (on a daily basis) that the feedback has been taken on board and that managers and decision makers are receptive and open-minded to any change that has been recommended.

## Table of Contents

	Page
Permissions	3
My Manager	4
My Role	4
My Colleagues	5
The Organisation	5
Training and Development	6
Remuneration and Reward	6
In General	7
Reasons for Leaving	8
Demographics	9

For further information or guidance please don't hesitate to contact your closest OPRA office:

Auckland - 09 358 3233 or [auckland@oprargroup.com](mailto:auckland@oprargroup.com)

Wellington - 04 4992884 or [wellington@oprargroup.com](mailto:wellington@oprargroup.com)

Christchurch - 03 379 7377 or [christchurch@oprargroup.com](mailto:christchurch@oprargroup.com)

## My Manager

Question	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Communicates the direction and vision of the Organisation in a way that I understand	-	1	-	-	-
Recognises and appreciates my efforts	-	1	-	-	-
Involves me in important decisions which impact on my role	-	1	-	-	-
Clearly explains what is expected of me	-	1	-	-	-
Provides me with sufficient direction and support to do my job effectively	-	1	-	-	-
Provides me with constructive feedback about my performance	-	1	-	-	-

**What comments would you like to make about your current manager and/or their management style?**

## My Role

Question	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Allows me to utilise my skills and abilities	-	1	-	-	-
Provides me with clear promotion prospects	-	-	1	-	-
Allows me to maintain a balance between my work and home life	-	1	-	-	-
Provides me with opportunities to develop new skills and knowledge	-	1	-	-	-

**What other comments would you like to make about your current role inside the organisation?**

Lack of induction to business and basic training in tasks critical to role on commencement.

## In General

Question	Very Poor	Poor	Neutral	Good	Very Good
Overall, how do you rate the Organisation as a place to work?	-	1	-	-	-

Question	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Overall, I am satisfied with my role	-	1	-	-	-
I felt a sense of commitment to this Organisation	-	1	-	-	-
I was inspired to go above and beyond what is expected of me to help this Organisation be successful	1	-	-	-	-
I would recommend this Organisation to others as a great place to work	-	1	-	-	-

### In your opinion, what 3 things would make our organisation better?

Make people feel important when they join the business by transitioning them into the company, systems and processes Give and allow the ability to build support networks through introduction early in the piece Give the people that right knowledge and tools so that they can be successful

### What has been particularly good/satisfying/rewarding for you in your time spent with the organisation?

The people on the floor

## Reasons for Leaving

What was your MAIN reason for leaving?	
Answer	Selection
End of a fixed term contract	
Hours of work	
Lack of development opportunities	
Size of the Organisation	
The vision and values of the Organisation	
Work/life imbalance	
Inadequate guidance and support	<input checked="" type="checkbox"/>
Morale and climate	<input checked="" type="checkbox"/>
Type of work (i.e. job content, duties etc)	
Remuneration	
Greater career/promotion prospects	
Location of work	
Health	
Retirement	
Workload/work pressure	
Job expectations were not met	
Relationship with my immediate manager	<input checked="" type="checkbox"/>
Relationship with my immediate team	
Issues with the Organisation's structure and design (rules, process, policies etc)	<input checked="" type="checkbox"/>
Overseas travel	
Care-giving responsibilities/family decisions	
Change in career direction	<input checked="" type="checkbox"/>

What other reasons did you have for leaving?

## Demographics

Education	Selection
Secondary School	
TAFE/Polytech Diploma	
Trade Certificate	
Undergraduate Degree	
Postgraduate Diploma	
Masters Degree	
Doctorate	

### Other

**Do you have any other comments that you would like to add about your experiences of working inside the organisation that have not already been covered by this questionnaire?**

disappointed in the lack of development and support when bringing in people that are not from the same industry. There needs to be support and transitioning of knowledge in a positive culture. Instead of being expected to achieve miracles in an unrealistic timeframe with inadequate support or resources