

EXIT INTERVIEW QUESTIONNAIRE

As an employer, Protégé Global is committed to a positive work environment for its employees. The Exit Interview Program provides a valuable source of information to measure our success in reaching this goal. The data obtained from these interviews will be used to enhance our recruitment and retention efforts, and to assess the overall quality of work life at Protégé Global. Your responses are confidential to the Office of Human Resources and will not be shared with the department without your permission. When appropriate, information in aggregate form only may be shared with managers or supervisors.

While the Company does not require you to provide any of the following information, your assistance will help the company in its continuing effort to provide the best possible work environment for its staff members. Therefore, we ask that you take a few minutes to complete the questionnaire below.

Thank you for your assistance and good luck in your future endeavors.

Part I : General Background Information. (Please select one option for each of the following categories)

Most Recent Position:

- ☒ Managerial
- ☐ Professional
- ☐ Secretarial
- ☐ Technical Service & Maintenance
- ☐ Administration

Length of Service:

- ☐ Less than one year
- ☒ One but less than two years
- ☐ Two but less than five years
- ☐ Five but less than ten years
- ☐ Ten or more years

Reason of Leaving Organization:

- ☐ Resigned
- ☒ Terminated
- ☐ Redundant / Laid off

Affirmative Action Status:

A. Ethnic Group

- ☐ Christian
- ☐ Hindu
- ☒ Muslim
- ☐ Other

B. AgeGroup:

- Under 30
- 30-39
- 40-49
- 60 & Over

C. Disabled;

- Disabled
- N/A

D. Gender

- Male
- Female

E. Education

- Less than High School
- High School Diploma or equivalent
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Ph.D
- Other

F. Prior Positions at Protégé Global:

1.

hm

Position Dept.

hm

Length of Time

hm

2.

hm

Position Dept.

hm

Length of Time

hm

3. Department Leaving

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Reason which leads to Exit:

hm

Part II : Organizational Climate

Please indicate how you feel about the following by selecting the proper number applicable to your most recent position at Protégé Global.:

| | Strongly Satisfied | Strongly Dissatisfied |
|---|---------------------------|------------------------------|
| a) Overall work experience at Protégé Global | Yes | |
| b) Perception of the company overall communication with employees | Yes | |
| c) Perception of the department's communication with employees | | Yes |
| d) The amount of participation you had in making decisions that affected your job | | Yes |
| e) The job classification system | Yes | |
| f) The job transfer procedure | Yes | |
| g) The opportunity to enroll in staff development courses and workshops | | Yes |
| h) Your perception of the department's ability to deal fairly with staff | | Yes |

Comments:

hm

Part III : Factors Affecting Departure

In deciding to leave your most recent position at Protégé Global how did each of the following influence your decision?
Please respond by selecting number below for each item.

| | Strongly influence to stay | Slight influence to stay | Slight influence to leave | Strongly influence to leave |
|--|-----------------------------------|---------------------------------|----------------------------------|------------------------------------|
| a) Work Load | Yes | | | |
| b) Relations with co-workers | | Yes | | |
| c) Job security | | | Yes | |
| d) Quality of supervision received | | Yes | | |
| f) Salary | | Yes | | |
| g) Benefits | | Yes | | |
| h) Commuting distance | | Yes | | |
| i) Family concerns | | Yes | | |
| j) Non work-related personal life | | Yes | | |
| k) Your overall perception about company ability to deal fairly with staff | | Yes | | |

Comments:

hm

Part IV : (Please indicate your response)

A. If a friend asked, would you recommend employment at Protégé Global?

- ☒ Yes
- ☐ No

B. Would you work for Protégé Global again in the future?

- ☐ Yes
- ☒ No

C. In the same department/office you are leaving?

- ☐ Yes
- ☒ No

Part V : Other Comments

Please use this section to comment further on any work-related experience and to make suggestions to improve the quality of work life at Protégé Global.

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Handed over the Company's Employee ID Card:

- ☐ Yes
- ☒ No
- ☐ N/A

Handed over the Company's Health Insurance Card:

- ☐ Yes
- ☒ No
- ☐ N/A

Employee Name: saad

Employee ID: 123

Employee Signature: hmmm

Date: 2015-10-20

HR Department: hmmm2