

Exit Interview



Name: [Optional]	<i>Not provided</i>	Position: [Optional]	<i>Not provided</i>
Direct Manager: [Optional]	<i>Not provided</i>	Last Day:	<i>(Within 2 weeks)</i>
Interviewed by:	<i>[Student name]</i>	Date of Interview:	<i>[Before she leaves]</i>

Main reason for leaving: (Select one or more)

<input checked="" type="checkbox"/> Higher pay	<input type="checkbox"/> Career opportunities/ development	<input type="checkbox"/> Work-life balance
<input type="checkbox"/> Better benefits	<input checked="" type="checkbox"/> Conflict with manager	<input type="checkbox"/> Closer to home
<input type="checkbox"/> Family or personal reasons	<input type="checkbox"/> Conflict with team member	<input checked="" type="checkbox"/> Company instability/ infrastructure

Comments:

What may have encouraged you to stay: (Select one or more)

<input checked="" type="checkbox"/> Higher pay	<input checked="" type="checkbox"/> Career opportunities/ development	<input type="checkbox"/> Increased work-life balance
<input type="checkbox"/> Better benefits	<input type="checkbox"/> Change in manager	<input type="checkbox"/> Change in team/ team members
<input type="checkbox"/> Nothing	<input checked="" type="checkbox"/> Better policies, procedures and systems	<input checked="" type="checkbox"/> Company stability

Comments:

There were a lot of gaps in support to perform the role, and I felt overlooked, unsupported and undervalued.

My manager:	Strongly Disagree	Disagree	Agree	Strongly Agree
	[Rate each statement]			
Is experienced in supervision/ leadership/ management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has sufficient knowledge of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is open and approachable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledged employee contributions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledged employee achievements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supported employee development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided constructive feedback	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Communicated regularly and clearly with team	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicated well with management and filtered information to the team	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintained a professional relationship with you	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<i>He was not able to provide the tools I needed to do my job and did not acknowledge my contributions publicly or privately.</i>				
(Select one or more from each column)	Things I liked MOST at CBSA:		Things I liked LEAST at CBSA:	
My salary	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Reliability of pay	<input type="checkbox"/>		<input type="checkbox"/>	
Employee benefits	<input type="checkbox"/>		<input type="checkbox"/>	
Work-life balance	<input type="checkbox"/>		<input type="checkbox"/>	
CBSA's superannuation fund results	<input type="checkbox"/>		<input type="checkbox"/>	
Personal development	<input type="checkbox"/>		<input type="checkbox"/>	
Access to tools and equipment	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Access to policies and procedures	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Access to team/ people resources	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
My work team	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
My management team	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Internal communication	<input type="checkbox"/>		<input type="checkbox"/>	
Bullying/harassment-free zone	<input type="checkbox"/>		<input type="checkbox"/>	
Work environment (facilities and atmosphere)	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
"Liked most" comments:		"Liked least" comments:		
<i>I got on well with my team, and the organisation's fast growth was exciting.</i>		<i>I did not always have the tools to do the job properly, was not supported or acknowledged and was not paid fairly for the work I did/ poor pay equity across the team.</i>		