

Exit Interview Questionnaire

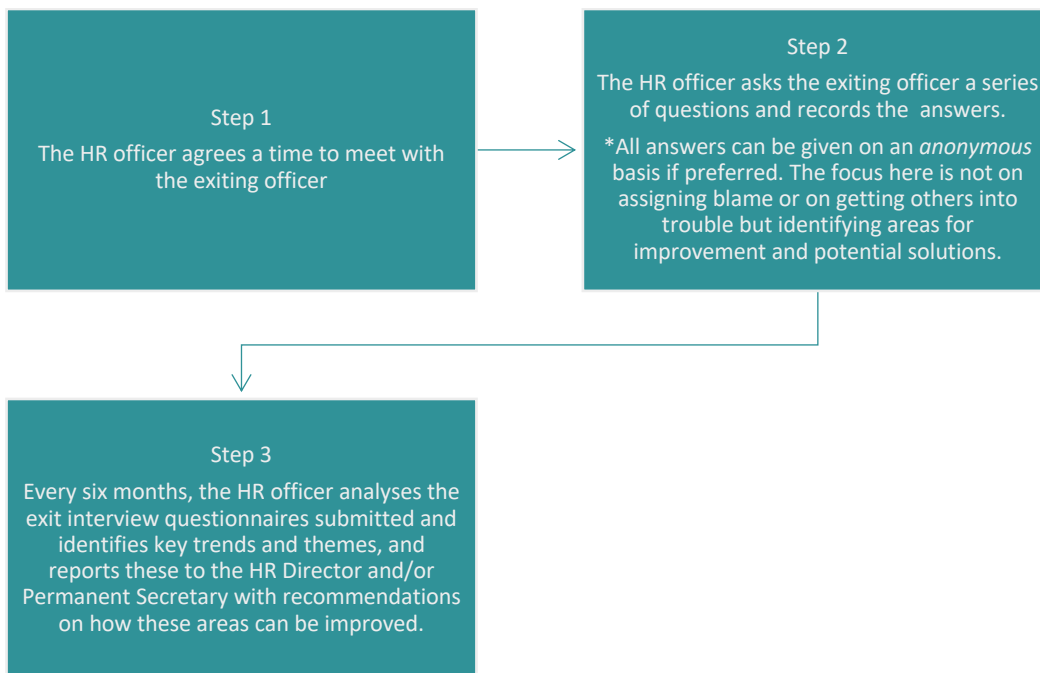
Human resources (HR) practitioners conduct exit interviews to:

- Gather data to improve working condition;
- Retain existing employees; and
- Identify operational and strategic areas for improvement across the ministry; department or agency (MDA) and the service.

Typically, exit interview questionnaires are given to those retiring or resigning. Officers made redundant or terminated are not typically asked to complete the exit interview to prevent bias in the feedback provided.

An exit interview is usually a face-to-face meeting between an HR officer and an officer exiting the service. It is important that the meeting takes place in person, so the HR officer can probe and dig deeper into any issues arising and explain the questions as required.

Overview of the Exit Interview Process



Name of Departing Officer:

Name of HR Officer:

Date of Exit Interview:

What is your primary reason for leaving?

What was most satisfying about working in our MDA?

What was most satisfying about working in the Civil/Public Service?

What was least satisfying about working in our MDA?

What was least satisfying about working in Civil/Public Service?

What was most satisfying about your last job?

What was least satisfying about your last job?

What would you change about your job?

Did your duties turn out to be as you had expected?

Did you receive enough training through the course of your career in the service to do your job effectively? If not, what additional training do you think you might usefully have received?

What additional support could you have been provided in your last job?

What do you think our MDA could do to improve our appraisal process?

What do you think our MDA could do to improve our promotion process?

What advice would you give to those beginning a career in the civil service today?

What was the quality of the supervision you received throughout your career in the service? What additional skills do you think we might be able to help our supervisors and managers develop?

What can our MDA do to make our workplace better?

Did any civil service policies, rules or processes make your job more difficult? If so, which?

Any other comments?

Thank you for taking the time to complete this questionnaire.