

National University
of Computer & Emerging Sciences

EXIT INTERVIEW PROFORMA

SECTION-1 (TO BE FILLED BY CAMPUS HR)		
Emp Name	Emp ID	
Campus	DOJ	
Designation	Department	
Reporting Officer (RO) Name	RO Department	
Date of Joining	Resignation Date	
HR Office Name	Signature	
Date		
SECTION-2 (TO BE FILLED BY OUTGOING STAFF)		
1. Better Job Perspective		
Employer Name	Designation	Location
_____	_____	_____
2. Pursuing Higher Studies		
Degree and Specialization	Country	Date of Commencement
_____	_____	_____
3. Self-Employment		
Business Name	Title	Location
_____	_____	_____
4. Health Reason <input type="checkbox"/>	5. Family Circumstances <input type="checkbox"/>	
6. Relocation <input type="checkbox"/>	7. Compensation/Salary <input type="checkbox"/>	
8. Poor Working Condition <input type="checkbox"/>	9. Lack of Training <input type="checkbox"/>	
10. Others (please provide details below)		

Before making the decision, did you investigate other options that would enable you to stay at this job?		

Did you ever suffer any form of discrimination, harassment or bullying? If yes, did you ever report?		

How frequently did you get performance feedback and talked about your career aspirations?

What was the best thing about working here?

What was the worst thing about working here?

What does your new job offer that your job with this organization does not?

Were you satisfied with the benefits offered?

If an opportunity in future arises, would you consider returning to work here again?

Reporting Officer Remarks	
Date	
Signature	