| **Employee details** | |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Date of employment termination** |  |
| **Date of interview** |  |

1. **Please select one or more reasons that led to your termination of employment with Busy Home Solutions:**

| ☐ Higher pay | ☐ Better benefits | ☐ Better career opportunity |
| --- | --- | --- |
| ☐ Improved work-life balance | ☐ Career Change | ☐ Closer to home |
| ☐ Conflict with other employees | ☐ Conflict with managers | ☐ Family or personal reasons |
| ☐ Company Instability | ☐ Other | |

**If “Other”, please provide a brief description:**

|  |
| --- |

1. **Remuneration and benefits - Employee feedback**

**Comments**

| Was the salary adequate to the job description and duties performed? | ☐ **Yes** | ☐ **No** |  |
| --- | --- | --- | --- |
| Did the employer pay on time and correctly? | ☐ **Yes** | ☐ **No** |  |
| Were any of the other benefits provided by the employer good? | ☐ **Yes** | ☐ **No** |  |
| Did the employer promote sustainable work-life balance practices? | ☐ **Yes** | ☐ **No** |  |
| Did your employer make all superannuation contributions to your chosen fund? | ☐ **Yes** | ☐ **No** |  |

1. **Organisational feedback:**

**Comments**

| What factors influenced your decision to leave the company? |  |
| --- | --- |
| In which areas does the company excel? |  |
| How can the company enhance its performance? |  |
| Did you feel adequately supported by your manager? |  |
| Were you provided with sufficient training and development opportunities? |  |
| What are your key priorities in seeking your next job opportunity? |  |
| Would addressing [specific reason] potentially make you reconsider your decision to leave? |  |

1. **Supervisor - Employee feedback**

| The manager/supervisor demonstrated a strong understanding of the job requirements. | ☐  **Strongly disagree** | ☐  **Disagree** | ☐  **Agree** | ☐  **Strongly agree** |
| --- | --- | --- | --- | --- |
| The manager/supervisor possesses expertise in supervisory roles | ☐  **Strongly disagree** | ☐  **Disagree** | ☐  **Agree** | ☐  **Strongly agree** |
| The manager/supervisor acknowledged and valued contributions made by employees | ☐  **Strongly disagree** | ☐  **Disagree** | ☐  **Agree** | ☐  **Strongly agree** |
| The manager/supervisor offered constructive feedback for improvement | ☐  **Strongly disagree** | ☐  **Disagree** | ☐  **Agree** | ☐  **Strongly agree** |
| The manager/supervisor maintained a professional relationship with you | ☐  **Strongly disagree** | ☐  **Disagree** | ☐  **Agree** | ☐  **Strongly agree** |

1. **Overall employee feedback**

**Comments**

| What aspects of the job or work environment influenced your overall job satisfaction during your employment? |  |
| --- | --- |
| Please provide specific examples of how the company excelled in supporting and recognising employee achievements. |  |
| How do you believe the company can improve its overall performance and effectiveness? |  |
| Describe your experience of receiving support and guidance from your manager/supervisor during your time with the company. |  |
| Can you share any suggestions or feedback regarding the training and development opportunities provided by the company? |  |

| **Please provide any additional feedback or comments that you see fit to improve the company’s efficiency.** |
| --- |
|  |

Interviewer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature