
	<h1>Exit Interview Questionnaire</h1> <h2>Forms and Templates</h2>		Document Number: FM-SS-05.06
	Department: Human Resource	Effective Date: September 18, 2018	Revision No 0

	<h2>EXIT INTERVIEW QUESTIONNAIRE</h2>	DOCUMENT NO:	FM-SS-05.06
		EFFECTIVE DATE:	September 18, 2018
		REVISION NO:	0
		DEPARTMENT:	Human Resource

Please take a few minutes to share your thoughts and suggestions about your employment with F2 Logistics Philippines Inc., / F2 Global Logistics Inc. This information will be kept confidential. Thank you.

Employee Name: _____ Date of Hire: _____
 Department: _____ Date of Separation: _____
 Job Title: _____
 SBU/Location: _____ Immediate Leader: _____

Part 1. What factor (s) contributed to your decision to end your employment with F2 Logistics or F2 Global? (Select one or more.)

☐ Better compensation and Benefits
 ☐ Health Reasons
 ☐ Other (Please specify) _____
☐ Improved work-life balance
 ☐ Better career opportunity
☐ Travel/moving out of area
 ☐ Closer to home
☐ Career Change
 ☐ Family and/or personal
☐ Self Employment
 ☐ Return to school

Part 2. Comments/suggestions for improvement

We are interested in what our employees have to say about their work experience with F2. Please complete this form.

1. Would you consider working at F2 in the future?
☐ Yes ☐ No ☐ Unsure

2. Would you recommend F2 as a place of employment?
☐ Yes ☐ No ☐ Unsure

3. What is the most meaningful aspect of your employment?

4. What is the most meaningful aspect of your employment?

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Please rate the following:				
Details	Strongly Disagree	Disagree	Agree	Strongly Agree
My job was challenging				
There were sufficient opportunities for advancement				
Workload was manageable				
Sufficient resources and staff were available				
My colleagues listened and appreciated my suggestions				
My skills were effectively used				
I had access to adequate training and development programs				
What do you think can be improved about the job? _____ _____				
Remuneration & Benefits:				
Details	Strongly Disagree	Disagree	Agree	Strongly Agree
The salary was adequate in relation to responsibilities				
Wages were paid on time				
Other benefits were good				
Work-life balance was promoted and practiced				
What improvements, other benefits could the company offer? _____ _____				
The Company				
Details	Strongly Disagree	Disagree	Agree	Strongly Agree
When I started, the job induction helped and it was accurate				
Was a good and positive work environment to work in				
Had adequate equipment to do the work				
Got on well with other staff within the company				
There were sufficient staff to cover the work				
The company was efficient in its dealings				
Internal communication worked well				
There was no bullying or harassment				
There are adequate parking facilities				
The business did not discriminate against any employee				
What do you think can be improved about the Department and Company? _____ _____				

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Supervisor/ Line Manager				
Details	Strongly Disagree	Disagree	Agree	Strongly Agree
Had sufficient knowledge of the job				
Is experience in supervision				
Was open to suggestions				
Recognized and acknowledged achievements				
Acknowledged employees contributions				
Offered and promoted ways to develop				
Provided constructive feedback				
Clearly communicated management decisions and how they would effect my work				
Maintained a professional relationship with me.				
What are your suggestions or improvement to your Supervisor?				
<hr/> <hr/>				
Management				
Details	Strongly Disagree	Disagree	Agree	Strongly Agree
Gave fair and equal treatment				
Was available to discuss job related issues				
Encouraged feedback and suggestions				
Maintained consisted policies and practices				
Provided recognition for achievements				
Gave opportunities to develop				
Provided constructive feedback				
Clearly communicated decisions and how they would affect my work				
What are your suggestions or improvements to Management?				
<hr/> <hr/>				
May Human Resources contact you for additional information? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Home Phone:				
Work Phone:				
Email Address:				
_____ Employee Signature		_____ Date		
Thank you for completing this information. Your responses will be treated with total confidence.				

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