

Exit Interview Feedback

Part A

Introduction

Please help us make Pon Pure Chemicals Group a better place to work by completing the following questionnaire. This questionnaire intends to analyze factors that influenced your decision to leave. Please provide your responses in the context when you made the decision to move on from PPC. **We appreciate the opportunity to receive your honest and objective opinions regarding your experience and the work environment at PPC. Once completed, the information from the questionnaire will be confidentially reviewed with HR. We want to assure you that all information will be held confidential and will be used only for analysis in an aggregated form, not on an individual basis. Your identity at any point in time shall be kept completely anonymous.** We hope that you will be able to take some time out to answer this feedback survey. If you held more than one position during your tenure, please respond based on your feelings toward your most recent position. **We look forward to your honest and frank feedback.**

Please provide the following details based on your last role at PPC.

Employee No		Name	
Designation		Department	
Date of Joining		Date of Relieving	
Functional Area		Age / PPC Exp.	

Please provide your responses below in the feedback form.

Which factors contributed in your decision to leave PPC? Please rank the top 4 factors only. Rank '1' indicates the factor that contributed the most in your decision; while Rank '4' means that it was relatively less important in your decision.

		Rank Here
a	Higher Position / Designation	
b	Higher Salary	
c	Inadequate Recognition	
d	Better Work Culture	
e	Better Developmental / Growth Opportunities	
f	Dissatisfaction with the Job Content	
g	Work Life Balance	
h	Working Relationships	
	- Within Dept (Superior/ Team/ Peer Group)	
	- Within Company	
l	Better Brand	
j	Leadership styles of superiors	
k	Personal Reasons (Higher Education / Health of Parents/ family/ self etc.)	
l	Lack of Freedom to Operate	
m	Present Job was not in line with long term career aspirations	
n	Lack of Human Touch, Coaching and Mentoring	

For each statement below please indicate your response alongside by selecting the most suitable option by putting tick (✓) Mark. (1: Strongly Disagree, 2: Somewhat Disagree, 3: Neutral, 4: Somewhat Agree, 5: Strongly Agree)

Sl. No	Statement	1	2	3	4	5
1	The company cared for me as an individual.					
2	My role was clearly defined to me					
3	My responsibilities were adequate & matched my expertise.					
4	I had adequate resources and freedom to perform my job well.					
5	My work was important and made a difference to the company's vision and goal.					
6	Organization goals, direction & strategies are regularly communicated across teams.					
7	My superior-recognized my achievements.					
8	My superior created work environment that made work rewarding and enjoyable.					
9	My salary was competitive as compared to similar professionals in the industry.					
10	My superior provided adequate coaching and guidance for me to do my job well.					
11	Company provided me with enough opportunities for career development & growth.					
12	I felt my job enabled me to work towards my future career aspirations.					
13	I was provided with requisite training & development opportunities at PPC.					
14	My superior-showed interest in creating & implementing my development plan.					
15	People were supportive & we shared a healthy team spirit.					
16	The company values were practiced by employees at all levels.					
17	Performance reviews at PPC were fair and objective.					
18	I received timely & regular guidance and counselling for my career advancement.					
19	My superior provided me clarity with regard to my performance expectations.					
20	We have open channels of communication across departments.					
21	At PPC, we had sufficient opportunities to interact with the top leadership.					
22	I felt there is a sense of energy and vibrancy in the way of functioning at PPC.					
23	I was able to connect with the goals and objectives of PPC.					
24	PPC encourages employees to live its core values in the day-to-day functioning of the organization.					
25	PPC encourages for Adherence of Systems & Procedures					

Rate the value system practiced at PPC (1: Strongly Disagree, 2: Somewhat Disagree, 3: Neutral, 4: Somewhat Agree, 5: Strongly Agree)

		1	2	3	4	5
1	Business Excellence & Consistency in Quality					
2	Accountability & Commitment					
3	Sustained Growth					
4	Integrity					
5	Customer Delight					
6	Social Responsibility					

Please share any other areas which you would like us to know pertaining to your exit from PPC.

Are you currently handling customer / Vendor/ Government (for statutory) portal , customer related Accounts or any customer / vendor related confidential details ?

If yes, have you handed over your User ID, password/access details, and company resources (mobile phone, tablet, and laptop) to your Reporting Manager? Please provide the Name, Employee ID, and Designation of the Manager who received these items

Handed Over : Yes / No Name : Employee ID : Designation :
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About new assignment in Next company:

Designation - Same or Better	
Salary - Same or better, % hike	
Responsibilities - Same or Higher	
Job Challenges - Same or better	
Overseas opportunities - Yes / No	

I further agree that in the event of my leaving PPC, I will not engage myself in any business activities directly relating to or in conflict with my obligation to PPC which would amount to competition to the business of PPC.

I also agree to maintain strict confidentiality, of non-public information and confidential information relating to the business operations of PPC including technical and business information and information on Intellectual Property of PPC, made available to me during the course of employment/training in carrying out the assignments entrusted to me by PPC and I understand that disclosing any confidential information as mentioned above will be prejudicial to the PPC's interest and will result in financial and other losses to PPC.

Employee Signature with date:

Part B

Exit Interview Feedback (To be filled by respective HR)

Last 3-year performance rating of the employee

Year	Rating

Category of the Resignation (This may be used in future for rehire decision) PI Tick (Å)

	Respective HR	Department / Function Head
Deeply Regretted		
Regretted		
Not Regretted		

What was the flashpoint that prompted the employee to look for change? Did he talk to someone at this stage? What was the outcome of this discussion?

What could we have done to retain the employee?

Can we consider the employee for rehire in future?

Comments of HR Department

Part C

Head of the Department / Function Comments

Remarks of the Director-in-Charge