

LAHORE UNIVERSITY OF MANAGEMENT SCIENCES

EXIT INTERVIEW FORM

Name of Employee		Employee ID	
Supervisor's Name		Department	
Starting position		Exit Position	
Date of Joining		Last working day	

1. Which factors attracted you to join LUMS:

A	Challenging Position	B	Academic Environment
C	Opportunities for training & career growth	D	Salary Package

2. What did you like most about your job at LUMS:

A	Convenient Location	B	Salary Package	C	Recognition of Work
D	Training & Development	E	Career Development Prospects	F	Work Environment

3. What did you like least about your job at LUMS:

A	Convenient Location	B	Salary Package	C	Recognition of Work
D	Training & Development	E	Career Development Prospects	F	Work Environment

4. Please specify reasons for leaving:

A	Leaving for higher studies	B	Salary Package	C	Lack of Recognition at Work
D	Change in Career	E	Retirement	F	Work Environment
G	Relationship with supervisor	H	Laid off	I	Relocation

5. Please elaborate your reasons for leaving:

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6. How would you rate your supervisor on the following elements?

		Excellent	Good	Fair	Poor
A	Demonstrate fair and equal treatment				
B	Cooperation and teamwork				
C	Provides recognition on the job				
D	Encourage feedback/ listens to the suggestions				
E	Effectively resolve complaints and grievance				

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7. Future Employer: (select only one choice)			
A	Private employment (e.g., business, industry)	B	Self-Employment
C	Government	D	Other educational institution

8. What constructive suggestions do you have for improving employment at LUMS?

9. What suggestion do you have for this position in future?

10. Would you consider working again at LUMS?	Yes	No
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11. Would you recommend LUMS to your friends or colleagues as a place of employment?			
A	Yes, without any reservation	B	Yes, with reservation
C	No		

12. Would you recommend your department as a place to work?			
A	Yes, without any reservation	B	Yes, with reservation
C	No		

13. Additional Comments

Interviewer Name & Signature:		Interviewee's Name & Signature:	
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NOTE: This document will be kept confidential and it will be used only for HR purposes.