

	TECHNICAL UNIVERSITY OF MOMBASA		
	Document: Form	Ref No.: TUM/Form/HRM/013	
	Title: EXIT QUESTIONNAIRE		
	Department: HUMAN RESOURCE MANAGEMENT		
	Issue No. 2	Revision No. 0	Date: 5th April 2018

Ref No. _____ Date _____

Instructions

- Please answer the following questions as honestly as possible. Your individual responses will be held in confidence to the extent of the law.
- Your responses will provide important information to assist us in the evaluation of promotions, benefit programs and working conditions for academic and non-academic staff at the Technical University of Mombasa.
- Please return the completed questionnaire to the HR Department of the Technical University of Mombasa.

A: PERSONAL DETAILS

1. Name _____ 2. Employee No.: _____

3. Department _____ 4. Telephone No.: _____

5 Gender _____ 6. Marital Status: _____

7. Age under 25 yrs 26-35 yrs 36-45 yrs 46-55 yrs
 55-65 yrs over 65 yrs

8. What was your total length of time employed with the University?
 Under 1 year 2-5 yrs 6-10 yrs 11-15 yrs
 16-20 yrs over 20 yrs

9. How long were you employed at your most recent department?
 Under 1 Year 2-5 yrs 6-10 yrs 11-15 yrs
 16-20 yrs over 20 yrs

10. Were you academic Non- academic



11. What was your official designation / Title? _____

12. What prompted you to end your TUM employment?

(Please tick all that apply)

- | | | | |
|------------------------------|--------------------------|------------------------------------|--------------------------|
| Type of work | <input type="checkbox"/> | Family circumstances | <input type="checkbox"/> |
| Salary | <input type="checkbox"/> | Quality of management/ Supervision | <input type="checkbox"/> |
| Health reasons | <input type="checkbox"/> | Self-employment | <input type="checkbox"/> |
| Lack of recognition | <input type="checkbox"/> | Reasons | <input type="checkbox"/> |
| Work conditions | <input type="checkbox"/> | Return to school/ further studies | <input type="checkbox"/> |
| Career opportunity | <input type="checkbox"/> | Retirement/ End of contract | <input type="checkbox"/> |
| Location of new organization | <input type="checkbox"/> | | |

Others please specify: _____

13. Before making your decision to leave, did you investigate the possibility of other employment within the University?

Yes No

If no, please explain in this space

B: JOB CHARACTERISTICS

(Please tick appropriate box for each item)

	Characteristic	Almost always	Usually	Seldom	Never
14	My Job description accurately reflected my responsibilities				
15	I received an annual performance evaluation				
16	I received adequate training for my job				
17	I was encouraged to attend training for future career growth				



C: COMMUNICATION/ COOPERATION.

	How would you rate the following in relation to your job?	Excellent	Good	Fair	Poor
18	Cooperation within your department with colleagues				
19	Communication within the University as a whole				
20	Communication between you and your supervisor				
21	Potential for growth				
22	Opportunity for advancement/promotion				
23	The quality of supervision				
24	Salary				
25	Medical Insurance				
26	Pension				
27	Leave Benefits				
28	Allowance				
29.	Other fringe benefits				

30. Is there any other information that the Human Resource Department should know to help us to understand your decision to leave?

31. Would you recommend working at TUM to a friend?

- Yes, without reservation
- Yes, with reservation
- No

32. Other comments.

33. If you feel that you would like to discuss the issues raised in the exit questionnaire in more detail with a HR adviser, please tick here

34. If you are happy for a copy of your completed exit questionnaire to be shown to your head of Department and/or relevant supervisor, please tick here:

Thank you for taking the time to complete this questionnaire. Your response will be used to monitor and review staff retention within the University. Best wishes for the future.

