



## Exit Interviews Simple 3-Step Process

### STEP 1

Configured to Your Classification Structure(s)

Ref: 1246, Position: 9986 - Mark Shaw, Sample Exit Interview

General Work Environment Payroll Administration Notes

Workload

Hours

Colleagues

Your immediate work colleagues were unreliable and unfriendly. The work environment was not conducive to efficient work.

The work environment was unsatisfactory, and fellow staff were generally apathetic to your work.

Fellow colleagues were friendly, and the workplace was clean and normally rather easygoing.

Fellow work colleagues were friendly and approachable, and the teamwork environment was of the highest calibre.

Job Specific Environment

General Equipment and Supply

Cancel Update Delete Approve Supervisor Comment

Copyright 1999-2020 Neos Pty Ltd

#### **Advantages include:**

- Configurable to all employment categories (e.g. Tradespersons, admin. Professional staff)
- Individual notes to explain variation or exception
- Independent management comments can be included
- Independent approval
- 'Big data' available for Corporate analysis
- Anomalies highlighted
- Automated reporting
- Full record Keeping
- Full Quality Control
- Full Quality Audit trail

m: 0411 349 222.  
t: (07) 3333 1921  
e: markshaw@neosh.com.au  
a: P.O. Box 70, Mt Gravatt Central 4122  
[www.neosh.com.au](http://www.neosh.com.au)

Trusted. Valued.  
Experienced.



## STEP 2

### Automated Reporting

NEOS HR

Assessor: Mark Shaw  
30/10/20 , Ref: 1246

**Exit Interview**

**Emp Name:** Mark Shaw  
**Emp No:** 9986

In our assessment, the evaluation of Mark Shaw as assessed on 31 July 2017, should be graded as **poor management** under the Sample Exit Interview criteria.

Evaluation Results:

1. major organisational failure
2. poor management
3. career progress
4. personal not organisational

**This assessment has been reached on the basis that:**

**1. The general measures include:**

- The companys policies, actions, and working environment are the reason your are chosing to leave the company.
- You will leave with a somewhat negative, or apathetic, opinion of the company.
- You enjoy and respect this industry, and hope to continue working in it.
- This questionnaire provided you an excellent medium to explain your opinion of the company.

**2. The work environment measures include:**

- The workload was exactly as explained in the contract, and was well balanced to counter the poyroll and specified hours.
- The hours required were as specified in the contract, and were very flexible when working around personal and cultural commitments.

**Exit Interview**

30/10/20 - Ref: 1246

- Fellow work colleagues were friendly and approachable, and the teamwork environment was of the highest calibre.
- Specific equipment was available, but only in small numbers yet high demand.
- General equipment was often barely in supply, and often not of a good build quality.

**3. The payroll measures include:**

- The superannuation provider, standard contributions, and processes were comprehensive and user friendly.
- The pay level was of an above-industry standard and very fair.
- Pay intervals were not an issue during your tenure at all.

**4. The administration measures include:**

- Administration processes were highly inefficient, poorly planned, and reflected very negatively on the company.
- The administration staff were rarely available and were regularly unhelpful.
- Document management processes were highly inefficient and difficult to use.

For your action.

Mark Shaw  
CEO



## STEP 3

### Management Dashboard

MENU NEOS HR

Exit Interviews Results

Ref ID	Date	Emp No	Emp Name	Unit	Segment	Created by	Result	Approved
1383	07/07/2020	123	test3	Sample Exit Interview	Sample Exit Interview	Mark Shaw	1	<input type="checkbox"/>
1246	07/31/2017	9986	Mark Shaw	Sample Exit Interview	Sample Exit Interview	Mark Shaw	2	<input type="checkbox"/>
1089	08/09/2016	123	fffesresa	Sample Exit Interview	Sample Exit Interview	Mark Shaw	2	<input type="checkbox"/>

Search, Refresh, Print, Add, Edit, Reports

View 1 - 3 of 3

Copyright 1999-2020 Neos Pty Ltd

Dashboard includes:

- All history
- Unique ID per record
- Date created
- Employment category
- Author
- Result
- Draft V Approved
- Exportable to Excel for detailed analysis

m: 0411 349 222.  
t: (07) 3333 1921  
e: markshaw@neoshr.com.au  
a: P.O. Box 70, Mt Gravatt Central 4122  
[www.neoshr.com.au](http://www.neoshr.com.au)

Trusted. Valued.  
Experienced.