

# Exit Interviews Simple 3-Step Process

# STEP 1

**Configured to Your Classification Structure(s)** 

E MENU NEOS HR	
Ref: 1246 , Position. 9986 - Mark Shaw , Sample Exit Interview	
General Work Environment Payroll Administration Notes	
Workload	
> Hours	
- Colleagues	
Vour 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.	
Ę	
Job Specific Environment	
General Equipment and Supply	
Cancel Update Delete Approve Supervisor Comment	

## 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





## **STEP 2**

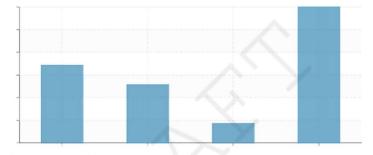
### **Automated Reporting**

	NEOS HR
Trasted Valued Experienced www.need#zzer.au	Assessor: Mark Shaw 30/10/20, Ref: 1246
Exit Inte	rview

Mark Shaw Emp Name: 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

poor management
 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.

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### 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

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## **STEP 3**

### Management Dashboard

MENU	MENU NEOS HR										
Exit Interviews Results											
Ref ID	Date 🕏	Emp No	Emp Name	Unit	Segment	Created by	Result	Approved			
x	x	x	x	x	x	x	x	x			
1383	07/07/2020	123	test3	Sample Exit Interview	Sample Exit Interview	Mark Shaw	1	0			
1246	07/31/2017	9986	Mark Shaw	Sample Exit Interview	Sample Exit Interview	Mark Shaw	2	0			
1089	08/09/2016	123	fdfesresa	Sample Exit Interview	Sample Exit Interview	Mark Shaw	2	0			
0 0											
4 2	x 🕇 🖋 🖹	Reports						View 1 - 3 of 3			

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Dashboard includes:

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

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