

Parting Company

Acme Limited Exit Interview Group Report

**Prepared for
All Acme Limited Business Units**

28/11/2007

Executive Summary	2
Introduction	3
Moving On	4
Average Ratings by Group	6
Qualitative Comments	8
Demographics	11

Executive Summary

{TO BE COMPLETED MANUALLY}

Introduction

Background

Acme Limited has introduced an exit interview programme to give staff who are leaving the organisation the opportunity to share their views about Acme Limited, their job, the people they worked with, as well as their level of remuneration and training. This feedback is important as it will help the organisation better understand the reasons why people leave, and if necessary, address any issues that are raised.

The information presented in this report is specific to All Acme Limited Business Units, and is intended as a confidential summary of all feedback gathered.

Using this Report

Completion of the exit survey is on a completely voluntary basis, and is carried out by telephone, face-to-face or electronic questionnaire. In the interests of accurate reporting, all qualitative comments are recorded verbatim. Parting Company has, however, removed all reference to place names and individuals so as to protect the confidentiality of staff leaving the organisation and those who remain.

In some cases, managers may be able to guess which comments came from which staff. This is to be expected when only small numbers of people are involved. Having said this, it is absolutely essential that no negative consequences come of staff's involvement in this process and that their feedback is received in the positive spirit in which it was intended.

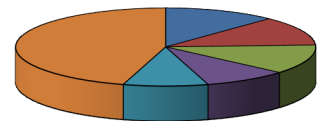
For staff to buy into and support the exit interview initiative, it is essential that they see (on a daily basis) that the feedback from staff exiting the organisation has been taken on board and that managers and decision makers are receptive and open-minded to any change that has been recommended.

Moving On

Top Five Reasons for Moving On

Detailed below is a summary of the reasons why staff from All Acme Limited Business Units have exited Acme Limited during the evaluation period. A more detailed analysis is provided on the following page.

Reason	Number	%
Hours of work/shift work	4	12.1%
Health	4	12.1%
Inadequate guidance and support	4	12.1%
No challenge (i.e. job was going nowhere)	3	9.1%
Relationship with my immediate manager/team	3	9.1%
Other Reasons	15	45.5%
Total	33	100.0%



Participation Rates

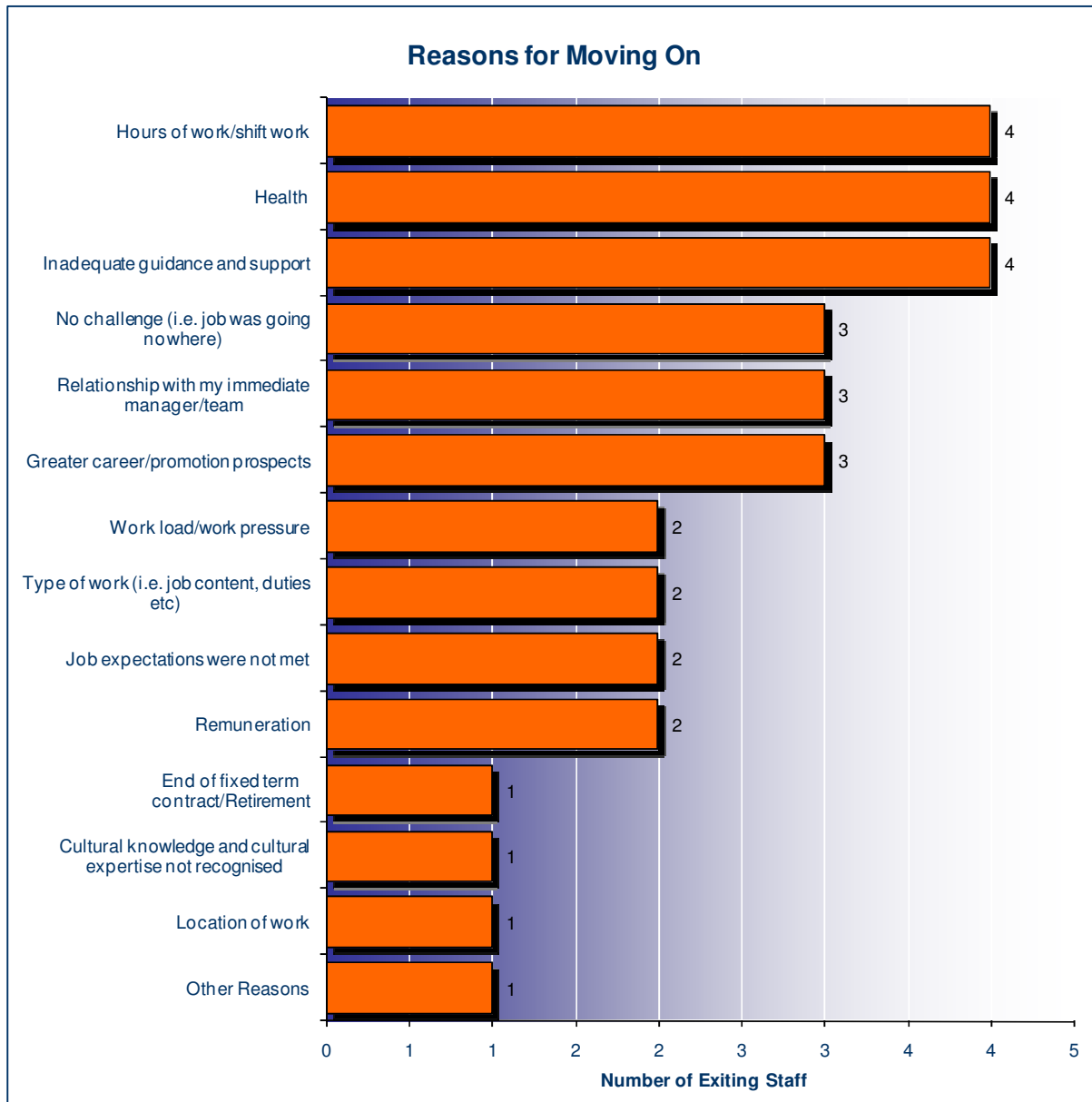
Completion of the Acme Limited exit interview is on a voluntary basis. Detailed in the table below is a summary of all staff who were approached by Parting Company to participate in the survey versus those who took up the offer.

{TABLE MUST BE COMPLETED MANUALLY}

Group/Service	Contacted	Accepted	Declined	Reasons for Decline
	$y = y_a + y_d$			
	$z = z_a + z_d$			

Reasons for Moving On

Detailed below is a summary of the reasons why staff from All Acme Limited Business Units have exited Acme Limited during the evaluation period. These reasons can either serve to *push* an individual towards leaving the organisation, or *pull* them towards another organisation or role.



Average Ratings by Group

Detailed below is a summary of the average ratings for each survey item by all participants. All item responses were against a five-point rating scale, ranging from “strongly disagree” = 1 to “strongly agree” = 5, or from “very poor” = 1 to “very good” = 5. SD denotes the spread of scores, or standard deviation.

Overall Rating	Avg. Rating	Meaning	Low	High	SD
Overall how do you rate this organisation as a place to work?	4.12	Good	2	5	1.13

My Manager	Avg. Rating	Meaning	Low	High	SD
Communicated the direction and vision for the team in a way that prompted my buy-in and support	3.86	Agree	2	5	1.07
Recognised and appreciated my efforts	4.00	Agree	3	5	0.58
Involved me in important decisions which impacted on my role	3.71	Agree	2	5	1.25
Involved me in important decisions which impacted on my role	3.62	Agree	1	5	1.30
Clearly explained what was expected of me	3.75	Agree	2	5	1.28
Provided me with sufficient direction and support to do my job effectively	4.25	Agree	4	5	0.46
Provided me with constructive feedback about my performance	3.50	Neutral	2	5	0.93
Allowed me to utilise my skills and abilities	4.00	Agree	2	5	1.07
Provided me with clear promotion prospects	3.62	Agree	2	5	1.06
Allowed me to maintain a balance between my work and home life	3.75	Agree	1	5	1.28
Provided me with opportunities to develop new skills and knowledge	3.75	Agree	2	5	1.16
Was accurately represented throughout the selection process	3.38	Neutral	2	5	1.19

My Role	Avg. Rating	Meaning	Low	High	SD
My role had sufficient variety	5.00	Strongly Agree	5	5	N/A
My role provided sufficient challenge	4.00	Agree	4	4	N/A
My role was sufficiently interesting	4.00	Agree	4	4	N/A

My Colleagues	Avg. Rating	Meaning	Low	High	SD
Supported each other in times of pressure and/or high workload	3.50	Neutral	1	5	1.41
Usually met my expectations for teamwork	3.62	Agree	1	5	1.19
Could rely on the cooperation of people in other parts of the Department to achieve our objectives	3.62	Agree	2	5	1.06

Working in this Organisation	Avg. Rating	Meaning	Low	High	SD
There is a positive morale and culture within the Group/Service	3.62	Agree	1	5	1.19
I had adequate materials to do my job (PC technology equipment resources)	3.57	Agree	1	5	1.40
My physical work area was appropriate for the work I did	3.88	Agree	1	5	1.25
My working conditions (e.g. hours pressure) were acceptable	4.00	Agree	4	4	N/A
The Organisation demonstrated a commitment to health and safety in the workplace	3.38	Neutral	1	5	1.60
The organisation demonstrated a commitment to open communication between staff and management	3.00	Neutral	1	5	1.41
The organisation demonstrated a commitment to Equal Employment Opportunities	3.71	Agree	2	5	0.95

Remuneration and Reward	Avg. Rating	Meaning	Low	High	SD
My pay was fair in relation to my job performance and responsibilities	3.75	Agree	2	5	1.04
I was given sufficient recognition for my achievements and credit where it was due	3.25	Neutral	2	5	1.16

Training and Development	Avg. Rating	Meaning	Low	High	SD
I had sufficient access to training and development opportunities in areas of relevance to my work	3.43	Neutral	1	5	1.72
I was able to apply the training I completed in the workplace	3.38	Neutral	1	5	1.51
I received sufficient induction training when I first joined the Department	3.50	Neutral	2	5	1.07

Responses to Yes/No Items

Additional Questions	Yes	Unsure	No
Did anyone in this organisation discriminate against you harass you or create hostile working conditions?	50%	25%	25%
Would you work for this organisation again if the opportunity presented itself?	62.5%	25%	12.5%

Qualitative Comments

What other comments would you like to make about your most recent manager and/or their management style?

- First Line Second Line Third Line Fourth Line
- test, test, test, test
- yes yes
- ;ldf;asd;ka

What skills knowledge and personal attributes do you believe are important in this role?

- Line 1 Line 2 Line 3
- sales, sales, sales, sales
- fgh
- yes yes
- cvdg/f,d

What other comments would you like to make about your most recent role?

- Line 1 Line 2 Line 3
- this and that, this and that
- ghgh
- df.mg.dm

What other comments would you like to make about the colleagues you worked with and/or the team in general?

- Line 1 Line 2 Line 3
- team test, team test
- yes
- f.dmg.m

What other comments would you like to make about your experiences of working in this organisation?

- Line1 Line2 Line3
- this and that, this and that
- yes
- skjahkfsdhflkjshlfkj
- fgzsdmf,mx

What other comments would you like to make about the level of remuneration and reward you received while working in this organisation?

- Line1 Line2
- recog test, reward test

- yes
- qiuroueiuroi
- cxlmgvz.xd

Please comment on what training you think is required for this role.

- Line1 Line2 Line3 Line4 Line5 Line6,Line7
- training test
- yes
- arusiaureoiu
- cxvz, nv,s

What other comments would you like to make about the nature and extent of the training and development you received?

- Line1WithBlanksAfterwards
- training this and that
- sdrytsrte

What has been particularly good/satisfying/rewarding for you in your time spent with the Department?

- The people I worked with
- Line 5
- rewarding is blah, blah test
- yes
- arepoewa
- dsmf.dsz

In your opinion what 3 things would make our workplace better?

- Communication Flexibility Rosters
- 1. test 2. test 3. test
- yes
- atesalkjlkfdsa
- ,mgvz,mdxc

Under what conditions would you consider working for this organisation again?

- conditions test
- yes
- fgadg
- ,cmxvz.x,mc

Why would you not work for this organisation again?

- not working again test

- yes
- agdsagsd
- fd,mzbv,xz

Could this organisation have done anything to encourage you to stay?

- encourage test
- yes
- agadg
- .mcvxz.cm

If possible please tell us what type of role you are going to name and the type of organisation.

- role type test organisation test
- yes
- shsf
- xcm z,

What attracted you to your new role?

- attracted to role test
- yes
- hfdyhtes
- .xmcvz.c

What is this new employer able to provide you with that we cannot?

- new employer can provide this test
- yes
- bfgrs
- .cmvz.x

Do you have any other comments that you would like to make that have not already been covered by this questionnaire?

- other commenst are test
- yes
- erwerww
- ..cxz.fx

Demographics

The personal details of staff completing the exit survey for the period under review are detailed below.

Reasons for leaving - tick as many as appropriate		Number	%
	Health	4	12.1%
	Remuneration	2	6.1%
	Job expectations were not met	2	6.1%
	Relationship with my immediate manager/team	3	9.1%
	Cultural knowledge and cultural expertise not reco	1	3.0%
	Greater career/promotion prospects	3	9.1%
	Location of work	1	3.0%
	End of fixed term contract/Retirement	1	3.0%
	Work load/work pressure	2	6.1%
	Hours of work/shift work	4	12.1%
	No challenge (i.e. job was going nowhere)	3	9.1%
	Inadequate guidance and support	4	12.1%
	Type of work (i.e. job content, duties etc)	2	6.1%
	Other	1	3.0%
	Total	33	100.0%

How long have you been considering leaving?		Number	%
	Less than 3 months	1	20.0%
	3 to 6 months	1	20.0%
	7 to 9 months	1	20.0%
	10 to 12 months	1	20.0%
	More than 12 months	1	20.0%
Total	5	100.0%	

Your age group		Number	%
	20 and under	1	12.5%
	21-30	3	37.5%
	31-40	2	25.0%
	41-50	2	25.0%
Total	8	100.0%	

Gender		Number	%
	Male	6	75.0%
	Female	2	25.0%
Total	8	100.0%	

Length of service with the organisation		Number	%
	Less than 3 months	2	25.0%
	4 months to 1 year	2	25.0%
	1 to 2 years	2	25.0%
	3 to 5 years	2	25.0%
Total		8	100.0%

Ethnicity (please click on as many ethnicities that apply to you)		Number	%
	Australian	3	27.3%
	New Zealander	1	9.1%
	UK/European	2	18.2%
	Asian	3	27.3%
	Aboriginal	1	9.1%
	Torres Strait Islander	1	9.1%
	Total	11	100.0%

Education/Qualifications (please select your highest qualification).		Number	%
	Did not complete secondary school	2	25.0%
	Industry/Trade training	1	12.5%
	University Diploma	1	12.5%
	Degree	4	50.0%
Total		8	100.0%