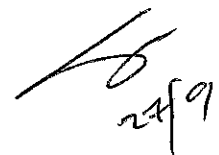


Exit Interview/ Feedback Form

This Form needs to be filled up by every individual who separates from MHPA on resignation or retirement.

1. **Name of the employee separating from MHPA:**
2. **Position held:**
3. **Date of Joining in MHPA:**
4. **Expected date of relieve:**
5. **General Information on the eve of your departure from MHPA.**

1. Why have you decided to leave MHPA?
2. Have you shared your concern of resigning with any one? What was his/her suggestion/ comments?
3. Was a single event responsible for your decision to leave? Please mention the event.
4. What do you value most about MHPA?
5. What did you dislike about MHPA?
6. How was your relationship with your Reporting Officer (Boss)?



A handwritten signature and the date '24/9' are located in the bottom right corner of the page.

7. What could your Supervisor do to improve his/her Management style and skill?
8. What are your views about Management and leadership in general in MHPA?
9. What did you like most about your job?
10. What did you dislike about your job?
11. Did you have clear goals and know what was expected of you in your job?
12. Did you receive adequate feedback about your performance on regular basis?
13. Describe your experience of MHPA's commitment to quality and staff welfare.
14. What is your recommendation to help create a better workplace?
15. Do the policies and procedures of MHPA help to create a well-managed; consistent and fair workplace in which expectations are clearly defined?
16. Describe the qualities and character of an employee in MHPA who you think is the best employee in terms of service delivery.
17. What are the key qualities and skills we should seek in your substitute?

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18. Can you offer any other comments that will enable us to understand:

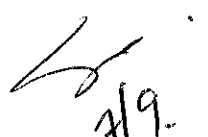
- a) Why you are leaving?
- b) How we can improve?
- c) What we can do to become a better Employer?

Name:

Signature:

Date:

Thank you,
MHPA Management


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