



# ARVIND MOTORS PVT. LTD.

Commercial Vehicle Dealer

Corporate Office, Padukodi Kuloor,  
Kavoor Main Road, Mangalore -575013

## Employee Feedback at the time of Separation

Thank you for taking the time in filling this form. Your honest input and candid feedback are very important to us to develop a positive work environment in Arvind Motors. Please rest assured that the feedback given by you will be dealt with utmost confidentiality and will be only used as a basis for analysis and improvement.

To enable us to understand your point of view, a dialogue with HR is recommended. HR shall schedule an Exit Interview with you with prior intimation. In the event you are unable to attend the interview, we request that you fill out all portions of this Employee Exit Interview Questionnaire and return it to the Human Resources Department in a sealed envelope.

We take this opportunity to thank you for being a member of the Arvind Family and we wish you all the very best in your future endeavors.

<i>Employee Name</i>		<i>Code No</i>	
<i>Designation</i>		<i>Department/Section</i>	
<i>Location</i>		<i>Date of Joining</i>	
<i>Name of Reporting Officer</i>		<i>Date of Resignation</i>	
<i>Name of HOD/Branch Head</i>		<i>Date of Release</i>	
<i>Date:</i>		<i>Length of service</i>	

Please rate the statements below using the following scale: 1 – Poor, 2 –

not so good, 3 – good, 4 – very good

Job & Tasks	1	2	3	4	Remarks
1. Assignments according to knowledge and skills					
2. Work load/capacity					
3. Working equipment and tools					
4. Availability of/access to work-relevant information					

<b>Leadership and Support</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Remarks</b>
5. Support from supervisor					
6. Assessment by supervisor					
7. Opportunities for personal development / support					
8. Work-oriented training opportunities					
9. Participation in decision-making process at workplace					
10. Structure of the department					
11. Performance evaluation (Annual Performance Review)					

<b>Conditions of Employment</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Remarks</b>
12. Remuneration					
13. Other Benefits					
14. Working hours					
15. Incentives					

<b>Atmosphere at work</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Remarks</b>
15. General atmosphere at Arvind Motors					
16. Atmosphere in present position					

17. Relations with supervisor					
18. Communication in the team					
19. Teamwork / Collaboration					

General Questions	Yes	No	Remarks
20. Would you apply for a job at Arvind Motors again?			
21. Would you recommend Arvind Motors as an employer to anyone else			
22. Were internal transfer opportunities considered?			
23. If it is not confidential, would you like to tell us where you are going?			

Reasons	Please Tick	Remarks
Compensation		
Work-Life Balance		
Higher Education		
Lack of career growth		
Lack of learning opportunities		
Dissatisfaction with Superior		
Dissatisfaction with Peers		
Dissatisfaction with Subordinates		

Personal/Other Reason: Please Specify		
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Please provide us the forwarding address:

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Phone no: \_\_\_\_\_ Email id: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for participating and sharing your experience.**

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**Discussion Notes (To be filled by the HR Representative)**

HR Representative Signature:

Date: