



### Employee Exit Management Questionnaire

#### 1. Purpose of the Exit Management Questionnaire

The purposes of the exit management questionnaire is to determine why employees leave the public service and what possible corrective measures the Western Cape Education Department (WCED) can implement to retain skilled and competent employees. The completion of this survey is mandatory as prescribed by the Minister of the Department of Public Service and Administration. You are encouraged to complete all fields, and any additional comments or suggestions will be greatly appreciated. The survey may be completed anonymously, and the information provided by you will be treated in the strictest confidence.

#### 2. Employee details:

<b>Name and surname</b>	
<b>Persal number</b>	
<b>ID number</b>	

#### 3. Service termination type:

<input type="checkbox"/>	<b>Resignation</b>
<input type="checkbox"/>	<b>Retirement</b>
<input type="checkbox"/>	<b>Ill health</b>
<input type="checkbox"/>	<b>Lateral transfer (same post grade)</b>
<input type="checkbox"/>	<b>Promotion</b>

#### 4. What are your reasons for leaving the WCED? (Indicate with an X)

<b>Age</b>	<input type="checkbox"/>	<b>No reason</b>	<input type="checkbox"/>
<b>Poor health</b>	<input type="checkbox"/>	<b>Other education department</b>	<input type="checkbox"/>
<b>Better remuneration</b>	<input type="checkbox"/>	<b>Other occupation</b>	<input type="checkbox"/>
<b>Domestic problems</b>	<input type="checkbox"/>	<b>Own business</b>	<input type="checkbox"/>
<b>Emigration</b>	<input type="checkbox"/>	<b>Personal grievances</b>	<input type="checkbox"/>
<b>Further studies</b>	<input type="checkbox"/>	<b>Pregnancy</b>	<input type="checkbox"/>
<b>Marriage</b>	<input type="checkbox"/>	<b>Resigning of position</b>	<input type="checkbox"/>
<b>Misconduct</b>	<input type="checkbox"/>	<b>Transfer (spouse)</b>	<input type="checkbox"/>
<b>Nature of work</b>	<input type="checkbox"/>	<b>Transport problem</b>	<input type="checkbox"/>

5. In your personal experience within the WCED, how would you rate these categories?

(Indicate with an X)

Category	Poor	Unsatisfactory	Satisfactory	Good	Excellent
Career development					
Remuneration					
Service benefits					
Promotional opportunity					
Relationship with co-workers					
Relationship with management					
Availability of resources					
Organisational culture					

6. Where are you leaving/transferring to?

Private sector	
Self-employment	
National department	
Another provincial department	
Other	

7. What did you enjoy most about your job?

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8. What can the Department do differently to get employees like you to stay?

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