



**JOMO KENYATTA UNIVERSITY OF  
AGRICULTURE AND TECHNOLOGY**

P. O. BOX 62000. NAIROBI. KENYA. TELEPHONE: (067)- 5352181-4, 52711, FAX: (067)-5352197  
Office of the Deputy Vice Chancellor (Administration)

**EXIT INTERVIEW QUESTIONNAIRE**

**Employment date:** \_\_\_\_\_ **Last date of service:** \_\_\_\_\_ **Division/ Dept/section:** \_\_\_\_\_

**Position at the point of resigning:** \_\_\_\_\_ **Gender:** M F **Job status:** Academic  Non Academic

- At approximately what point in time did you begin making your decision to resign?
 

<input type="checkbox"/> 6-9 months ago	<input type="checkbox"/> 3-5 months ago
<input type="checkbox"/> 1-2 months ago	<input type="checkbox"/> other _____
- Please indicate reason(s) below, which contributed to your decision to resign your current position?
 

<input type="checkbox"/> Salary	<input type="checkbox"/> Family Responsibilities
<input type="checkbox"/> Job Advancement	<input type="checkbox"/> Dissatisfied/Management
<input type="checkbox"/> Personal	<input type="checkbox"/> Benefits
<input type="checkbox"/> Return to School	<input type="checkbox"/> Job Elimination
<input type="checkbox"/> Relocation	<input type="checkbox"/> Other – (please explain) _____
<input type="checkbox"/> Health Retirement	
- Did you discuss the reason for your resignation with your supervisor/manager? Yes  No   
If yes, which action did your supervisor take?  
\_\_\_\_\_

**On a scale of 1 to 5, with “1” being poor and “5” being outstanding, please rate the following:**

- Quantity and quality of training received for your position(s) here at JKUAT  
1 poor 2 Good 3 Neutral 4 V.Good 5 Excellent
- Working relationship with your current supervisor. 1 poor 2 Good 3 Neutral 4 V.Good 5 Excellent
- Working relationship with fellow employees. 1 poor 2 Good 3 Neutral 4 V.Good 5 Excellent
- Salary for your position. 1 poor 2 Good 3 Neutral 4 V.Good 5 Excellent
- Employee Benefits package. 1 poor 2 Good 3 Neutral 4 V.Good 5 Excellent

Please offer any comments or suggestions for improvement related to the Benefits package.

- Overall workload for your position. 1 poor 2 Good 3 Neutral 4 V.Good 5 Excellent



10. Overall satisfaction in your current position 1  poor 2  Good 3  Neutral 4  V.Good 5  Excellent

11. Did you encounter any problems in your current position?  Yes  No

If yes, please briefly comment:

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12. Did you enjoy working for JKUAT?  Yes  No

a. What did you enjoy most about your employment with JKUAT?

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b. What did you enjoy least about your employment with JKUAT?

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13. Based upon your experiences here, would you recommend JKUAT as a potential employer for your friends, relatives, etc.?  Yes  No

If no, please briefly explain:

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14. Would you reapply to JKUAT if a future opportunity arises?  Yes  No

If no, please briefly explain:

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Please add any additional comments:

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Exit interview conducted by: \_\_\_\_\_

Date/Time: \_\_\_\_\_

**Please return duly filled form to Human Resource Manager, JKUAT**

