

BORANG "EXIT INTERVIEW" PEKERJA UNIVERSITI

NAMA	
J/F/P/I/U	
JAWATAN SEKARANG & GRED	
GAJI	
DEKAN/PENGARAH/KETUA JABATAN/KETUA UNIT	
PENEMUDUGA	

Kami menghargai sekiranya Tuan/Puan dapat meluangkan masa untuk melengkapkan soalan-soalan seperti di bawah. Untuk makluman, semua jawapan adalah sulit. Terima kasih. *We would appreciate it if you would take a few minutes to respond to the questions below. All answers will be held in strict confidence. Thank you.*

1. Berapa lama tempoh perkhidmatan/ *how long were you employed?*

2. Apakah bidang tugas/ *job classification?*

3. Apakah sebab Tuan/Puan berhenti/ *why are you leaving?*

4. Bolehkah Tuan/Puan menerangkan hubungan kerjasama di antara rakan sekerja (baik/tidak baik)/ *would you describe your working relationship (with respect to both your particular job and your relationship with fellow workers) as pleasant or unpleasant.*

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5. Adakah Tuan/Puan merasasakan bahawa tugas dan sumbangan adalah penting dan diperlukan bagi memastikan fungsi Jabatan dan Universiti berjalan dengan lancar ? / *Do you feel that your particular job was important and significant in the overall operation of the business?*

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6. Adakah terdapat keadaan persekitaran kerja yang tidak memuaskan yang menyebabkan Tuan/Puan mengambil keputusan untuk berhenti? Jika YA, sila berikan komen Tuan/Puan bagaimana untuk memperbaiki keadaan tersebut/ *Are there any particular practices or working conditions that either led to your decision to resign or that you fell are detrimental to a satisfactory working relationship? If so, have you any suggestions on how to eliminate them?*

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7. Adakah terdapat keadaan persekitaran kerja yang memuaskan dan memberikan faedah dalam meningkatkan mutu kerja dan patutkah dikekalkan? Yang membuatkan Tuan/Puan untuk mengambil keputusan untuk berhenti? Jika YA, sila berikan komen Tuan/Puan bagaiman memperbaiki keadaan tersebut?/ *Are there any particular practices or working conditions that you feel are particularly beneficial to an effective working relationship and that should be maintained?*

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8. Sila berikan komen perkara yang boleh diperbaiki/ *Would you care to make any other comments?*

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Tandatangan :----- Tarikh :-----

