

We want to improve our personnel practices and make our company a better place to work.

Your answers will be kept confidential.

Name: _____

Job Title: _____

Department: _____

Hired Date: _____

Separation Date: _____

Reason for leaving (voluntary/involuntary):-

1. Do you feel RwandAir sufficiently trained and equipped for you for the job? Please elaborate

2. Did you feel you were treated with respect and responsibility by co-employees and management? If no, what could have be done differently?

3. Do you feel that you could have done your job better if you were provided different or better resources? What resources would you have needed?

4. Did you feel free to discuss you suggestions and or problems with your supervisor/manager? If no, for what reasons?

5. Did your supervisor or manager provide you with clear instructions and expectations?

6. Were any employees given preferential treatment or discriminated against?

7. Did you witness or have knowledge of any unethical or illegal acts or practices engaged in by any employee of the company?

8. Do you have any suggestions for improving the company management?

9. Do you have any suggestions for improving the quality of our services? Please elaborate

10. Were working conditions satisfactory? Was your pay adequate? If not, did you claim?

11. Do you have any suggestions for improving communications in this company?

12. Do you have any suggestions for improving customer relations in this company?

13. Do you have any suggestions for improving employee motivation in this company?

14. Do you have a new job that you expect to begin within the next few weeks? With whom? What does that company offer you that this company didn't?

15. Do you feel your training was adequate?

16. Would you consider coming back to the company?

17. Are security arrangements appropriate in the company? Could they be improved?

I have returned or arranged for the return of all company property, including but not limited to computers, software, documents, financial records, personnel files, equipment and tools, vehicles, keys, credit cards, parking passes, works in progress, client/customer lists, books resource materials and confidential or trade secret items.

Signature

Date

Interview performed by

Name: _____

Title: _____

Department: _____

Date: _____