

	TANZANIA CIVIL AVIATION AUTHORITY	Revision: 0
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This form is made pursuant to Inspectors Recruitment Order No. TCAA/O/CS/29

EMPLOYEE INFORMATION

- Name:
- Position:
- Date of Hire/Engagement:
- Last Working Day:

REASONS FOR LEAVING

1. What is your primary reason for leaving the Organization?

- ☐ Career Advancement
- ☐ Better Compensation
- ☐ Relocation
- ☐ Family Reasons
- ☐ Work Environment
- ☐ Retirement
- ☐ Other

2. Please elaborate on the reason for your departure:

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JOB SATISFACTION

3. How satisfied were you with the following aspects of your job?

Aspects	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
Job Role/Responsibilities	☐	☐	☐	☐	☐
Compensation & Benefits	☐	☐	☐	☐	☐
Work-Life Balance	☐	☐	☐	☐	☐
Management/Supervision	☐	☐	☐	☐	☐
Training & Development	☐	☐	☐	☐	☐
Workplace Environment	☐	☐	☐	☐	☐

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4. What did you like most about your job?

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5. What did you like least about your job?

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MANAGEMENT AND SUPERVISION

6. How would you rate your direct supervisor in the following areas?

Area	Excellent	Good	Fair	Poor
Communication	☐	☐	☐	☐
Supportiveness	☐	☐	☐	☐
Fairness and Respect	☐	☐	☐	☐
Recognition of Contributions	☐	☐	☐	☐

7. What could your supervisor/management have done to improve your experience?

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OVERALL EXPERIENCE

8. Would you recommend this Organization as a good place to work?

- ☐ Yes
- ☐ No
- ☐ Not Sure

9. Any additional comments or suggestions for improvement?

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ACKNOWLEDGEMENT

I acknowledge that the information provided in this exit interview is accurate and truthful to the best of my knowledge.

Employee Signature:

Date:

Interviewer's Name:

Date: