

EXIT INTERVIEW FORM

离职面谈表

Please send this directly to the General Manager

请直接将此表送交给总经理

Name (optional): _____ Date of joining: _____ Last Working Day: _____

姓名(可选): _____ 入职日期: _____ 最后工作日: _____

Job Title: _____ Supervisor: _____

头衔: _____ 主管: _____

Section: _____ Department: _____

组别: _____ 部门: _____

1. What factors contributed to your decision to leave this hotel?

1. 哪些因素促使您决定离开本酒店?

- Type of Work Unfair Treatment Salary
 工作类型 不平等待遇 工资
- Family/Personal reasons Dissatisfaction with management Health
 家庭/个人原因 对管理不满 健康
- Commuting Problems Return to School Retirement
 上下班的交通问题 重返学校 退休
- Working Conditions Better job opportunity Relocation
 工作条件 有更好的工作机会 举家迁移
- Lack of advancement End of Term Contract
 缺乏晋升机会 合同到期
- Other _____
- 其它 _____

Please explain. _____

请给予解释。 _____

2. What is your assessment of the following at?

2. 请对国际酒店集团的如下方面作出评价。

	Excellent 极好	Good 良好	Fair 一般	Poor 差	Comments 评论
Salary & Benefits 工资与福利					
Vacation/Leave Policies 休假/请假政策					
StaffCafeteria/Meals/Accommodation 员工自助餐厅/膳食/住宿					
Medical Facilities 医疗设施					
Opportunity for Advancement					

晋升机会					
Hotel/Company Transfer Policy/Process 酒店/公司调动政策/流程					
Training-Education Programs 培训教育计划					
Performance Appraisal System 绩效考核制度					

3. How would you rate your direct manager/supervisor on each of the following points?

3. 请针对如下各点对您的直属经理/主管作出评定。

	Excellent 优秀	Very Good 非常好	Fair 一般	Poor 差	Comments 评论
Treats staff fairly with respect 尊重员工，对员工一视同仁					
Recognizes staff accomplishments 善于表扬员工作出的成绩					
Promotes cooperation 促进合作					
Resolves complaints and problems 解决投诉和问题					
Encourages feedback and suggestions 鼓励员工进行反馈与建议					
Concerned about staff health and safety 关心员工的健康与安全					
Encourages training and development of staff 鼓励员工培训与发展					
Keeps staff informed 让员工了解相关情况					

Other: _____

其它: _____

4. How would you rate the following in your Department?

4. 请对您部门的如下各点作出评定。

	Excellent 极好	Very Good 非常好	Fair 一般	Poor 差	Comments 评论
Cooperation within your department 部门内部的合作					
Cooperation with other departments 与其它部门合作					
On-the-job training 在职培训					

Advancement opportunity 晋升机会					
Communications within your department 部门内部交流					
Morale 道德					

Additional comments: _____

其它意见: _____

5. **What is your opinion of working conditions at this hotel?** Good Poor

5. 请谈一谈您对国际酒店集团工作条件的看法。良好差

Comments: _____

评论: _____

6. **Have working conditions changed during your tenure?** Yes No Very Little

6. 在您的任期之内, 酒店的工作条件是否曾经发生变化? 是 否 变化很小

If yes, in what way? _____

如果是, 发生变化的方式是什么?

7. **What did you like most about working at this hotel?**

7. 关于工作方面, 您最喜欢国际酒店集团的哪些方面?

8. **What did you like least about working at this hotel?**

8. 关于工作方面, 您在国际酒店集团最不喜欢哪些方面?

9. **Would you recommend a friend to pursue employment with this hotel?**

9. 您是否会建议朋友来应聘国际酒店集团?

Yes, definitely Yes, with reservations No

是, 当然了 是, 但有所保留 否

If No/Reservations, please explain: _____

若答案为否/有所保留, 请给予解释: _____

10. **What do you see as most attractive about your new job?**

10. 关于您的新工作, 您认为最吸引人的是什么?

11. What does the new job offer that this hotel does not?

11. 新工作能够提供的而国际酒店却无法提供的有哪些?

12. May we share the information you have provided (without your name) with others in:

12. 我们是否能够在以下方面共享您所提供的信息（不包括您的姓名）：

Management? Yes No

管理 是 否

Department management? Yes No

部门管理 是 否

13. What suggestions would you offer to make this hotel a better place to work?

13. 对于能够促进成为更好的工作场所，您有哪些好建议？

Employee Signature: _____

Date: _____

员工签名： _____

日期： _____

Thank you for taking the time to share your thoughts and opinions. Please send this form directly to the

General Manager in a sealed envelope (provided).

感谢您在百忙之中抽空与我们分享您的想法与观点。请将此表放在密封信封（给定信封）内，并将其直接
送交给总经理。