



RESEARCH QUESTIONNAIRE

REASONS FOR EMPLOYEE TERMINATIONS IN THE PUBLIC SERVICE FOR THE PERIOD OF ONE YEAR FROM 1 APRIL 2006 TO 31 MARCH 2007

Please complete the questionnaire in as much detail as possible for the period commencing 1 April 2006 to 31 March 2007 and, where applicable, answer the questions by marking the appropriate box with a tick. The questionnaire consists of 2 sections:

- Section 1 - Departmental Information
- Section 2 - Employee Terminations in your department

Section 1 – Departmental Information

Name of Department:				
Province:				
Sphere of government:	National	<input type="checkbox"/>	Provincial	<input type="checkbox"/>
Total Number of employees employed in organisation:				
Contact person for Department:				
Position: Head of Human Resources				
Contact no:				
E-mail address:				

Section 2 – Employee Terminations in your department

(Please mark the most appropriate box)

2.1. Does your department have any policies to manage the exit of employees from the public service?

Yes No

If yes, please provide further detail?

2.2. Does your department conduct exit interviews?

Yes No

If yes,

(a) please attach a copy of the exit interview template.

(b) are exit interviews compulsory for all employees on termination or transfer?

Yes No

(c) how is information from the exit interviews processed or dealt with?

2.3. Is information on terminations available for your department?

Yes No

If yes, please complete the following tables for the period 1 April 2006 to 31 March 2007, including the total number of terminations for this period.

FORM OF TERMINATION	TOTAL	% OF TOTAL
Contract expired		
Employee Deceased		
Dismissal for misconduct		
Dismissal for poor work performance		
Medical boarding		
Dismissal for operational requirements		
Employee initiated severance packages		
Retirement		
Resignation		
TOTAL NUMBER OF TERMINATIONS		

TRANSFERS	TOTAL	% OF TOTAL
Horizontal transfers and secondments		
Promotions		
Transfers and secondments outside the public service		
TOTAL NUMBER OF TRANSFERS		

2.4. Is information on the reasons for terminations available?

Yes No

If yes, please provide information in the following table for the period 1 April 2006 to 31 March 2007.

EMPLOYEE REASONS FOR TERMINATION	TOTAL	% OF TOTAL
Financial considerations/Promotion		
Career development		
Working environment		
Leadership and management style of Senior Management		
Relocation		
Personal aspirations		
Reason/s not given		

2.5. Should exit interviews be compulsory for all terminations and transfers?

Yes No

If no, please advise when or under what circumstances exit interviews should be made compulsory?

2.6. Should exit interviews be compulsory for all occupational categories?

Yes No


If no, please indicate which category, if any, should be compulsory?

Occupational Classification System (please mark option/s)

(a)	Elementary Occupations	<input type="checkbox"/>
(b)	Administrative Office Workers	<input type="checkbox"/>
(c)	Professionals and Managers	<input type="checkbox"/>
(d)	Technicians and Associate Professionals	<input type="checkbox"/>
(e)	Service Workers	<input type="checkbox"/>
(f)	Social, Natural, Technical and Medical Sciences Supplementary and Support Personnel	<input type="checkbox"/>
(g)	Craft and Related Trades Workers	<input type="checkbox"/>
(h)	Drivers, Operators and Ships' Crew	<input type="checkbox"/>
(i)	National Security Services and Custodian Personnel	<input type="checkbox"/>
(j)	Information Technology Personnel	<input type="checkbox"/>

If other, please specify:

2.7. How will you use the information obtained from the exit interviews, if it is made compulsory?



Thank you very much for your participation in this process. Please submit the completed form to Ms Saandhri Naidoo at fax number (012) 336 1812 or email to saandhri@dpsa.gov.za by no later than 15 May 2007.