**Exit Questionnaire –** Your opinion is important to us

**Employee Name: <insert name>**

**Position: <insert position>**

**Establishment: <insert school name>**

**Date of completion: <insert exit interview date>**

**Leaving Date: <insert date>**

What are the reasons for leaving?

Select one or more:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Higher pay |  | Better benefits |  | Better career opportunity |
|  |  |  |  |  |  |
|  | Improved work life balance |  | Career change |  | Closer to home |
|  |  |  |  |  |  |
|  | Conflict with other employees |  | Conflict with managers |  | Family and/or personal reasons |
|  |  |  |  |  |  |
|  | Company instability |  | Retirement |  | Other |
| Please explain your reasons for leaving in more detail |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What suggestions for improvement do you have for us where staff retention is linked to your response above? |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| If we had implemented those suggestions would you have continued to work here? | | | | | |
|  |  |  |  |  |  |
|  | Yes |  | No |  | N/A |
|  |  |  |  |  |  |
| Would you recommend the school to others as a good place to work? | | | | | |
|  |  |  |  |  |  |
|  | Yes |  | No |  |  |
|  |  |  |  |  |  |
| Would you recommend the Trust to others as a good place to work? | | | | | |
|  |  |  |  |  |  |
|  | Yes |  | No |  |  |

Please rank the following:

**The Job itself**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| The role was challenging |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There were sufficient opportunities for advancement |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| The workload was manageable |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There were sufficient resources and staff available |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Colleagues listened and appreciated suggestions |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| My skills were effectively used |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There was access to adequate training and development programs |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |

* What do you think can be improved about the job?

**Remuneration & Benefits**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| The salary was adequate in relation to responsibilities |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other benefits were good |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work-life balance was promoted |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

* What improvements, other benefits could we offer?

**The Organisation**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| The induction was helpful, timely and accurate |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| It was a good and positive environment to work in |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There were adequate resources to do the work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Staff morale was high |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There were sufficient staff to cover the work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| The Trust was efficient in its dealings |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Internal communication worked well |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There was no bullying or harassment |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There are adequate parking facilities |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| The organisation did not discriminate against any employee |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |

* What do you think can be improved?

**Supervisor / Line Manager**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| Had sufficient knowledge of the job |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Resolved problems and complaints fairly and promptly |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Was open to suggestions |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Recognised and acknowledged achievements |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ensured proper training was provided in order that you could perform your job effectively |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Offered and promoted ways to develop |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provided constructive feedback |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clearly communicated management decisions and how they would affect your work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintained a professional relationship with you |  |  |  |  |  |  |  |  |  |  |  |  |

* What are your suggestions or improvements to your Supervisor?

▌**Management**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| Gave fair and equal treatment |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Was available to discuss job related issues |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Encouraged feedback and suggestions |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintained consistent policies and practices |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provided recognition for achievements |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gave opportunities to develop |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provided constructive feedback |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clearly communicated decisions and how they would affect your work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |

* What are your suggestions or improvements to Management?

**Please rate the following items**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Poor** | | | **Fair** | | | **Good** | | | **Excellent** | | |
|  |  | | |  | | |  | | |  | | |
| Continued Professional Development |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Induction |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Appraisal |  |  |  |  |  |  |  |  |  |  |  |  |
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Thank you for completing this information. Your responses will be treated with total confidence.