Exit Interview

|  |  |  |
| --- | --- | --- |
| Version Control | Changes Made | Author |
| Version 1 – April 2023 |  | HR/OD |

|  |  |
| --- | --- |
| Employee Name |  |
| Position |  |
| Date of Interview |  |

Reason for leaving

Please indicate the primary reason:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Internal transfer / promotion  Declined Exit Interview |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
|  | Contract Expiry  Declined Exit Interview |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
|  | New Job / Career Change / Education / Training |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
|  | Retirement (Age / Early)  Declined Exit Interview |  |  |  |  |

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|  | Redundancy / Dismissal Declined Exit Interview |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
|  | Other (eg Personal, Medical, Relocation etc - please state below) |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
|  | Declined Exit Interview |  |  |  |  |

Comments

Personal & Professional Development

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Yes** | | | **No** | | | **Don’t know** | | |  |
|  |  | | |  | | |  | | |  |
| Do you feel you had access to adequate training and development programs? |  |  |  |  |  |  |  |  |  |
|  |  |  |
| Do you feel your development needs have been met? |  |  |  |  |  |  |  |  |  |
|  |  |  |

Comments

If you are moving to a new job, please provide the following information:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Less than** | | | **About the same** | | | **More than** | | | **Prefer not to share** | | |
| In relation to the salary you currently receive, |  | | |  | | |  | | |  | | |
| is your new salary: |  |  |  |  |  |  |  |  |  |  |  |  |

If you are moving to a new employer, please indicate the type of organisation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Private Sector |  | |  |  |
|  |  | |  |  |
| Other Local Authority / Public Sector |  | |  |  |
|  |
| Voluntary Organisation / Third Sector |  | |  |  |
|  |  | |  |  |
| Self Employed |  | |  |  |
|  |  | |  |  |
| Other |  | |  |  |
|  |
|  | |  | | | |  |  |  |

The job itself

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Good** | | | | | | **Satisfactory** | | | | | | | **Poor** | | | | | |  | | | | | | |
|  |  | | | | | |  | | | | | | |  | | | | | |  | | | | | | |
| How would you rate the level of support received |  |  | |  | |  | | |  | |  | |  | | |  | |  |  | | |  | |  | |
|  |  |  |  | |  | | | |  |  | |  | | | |  |  | |  | |  | |  | |
| Were goal and targets of your role clear throughout your employment |  |  | |  | |  | | |  | |  | |  | | |  | |  |  | | |  | |  | |
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|  |  |  | |  | |  | | |  | |  | |  | | |  | |  |  | | |  | |  | |
| At what level would you rate morale in your team |  |  | |  | |  | | |  | |  | |  | | |  | |  |  | | |  | |  | |
|  |  |  | |  | |  | | |  | |  | |  | | |  | |  |  | | |  | |  | |
| Your colleagues listen and appreciate your suggestions |  |  | |  | |  | | |  | |  | |  | | |  | |  |  | | |  | |  | |
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|  |  |  |  | |  | | |  | |  | |  | | |  | |  | |  | |  | |  | |

Is the Job Profile for the role accurate? Yes / No (please comment below)

What has been good / enjoyable / satisfying for you, whilst employed by the Council?

What has worked less well for you or could be improved?

How you were managed

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Did your manager: | **Strongly Agree** | | | **Agree** | | | **Disagree** | | | **Strongly Disagree** | | |
|  |  | | |  | | |  | | |  | | |
| Treat you fairly, equally & consistently? |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Make themselves available to discuss issues? |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Encourage feedback and suggestions from you? |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain consistent policies and practices? |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provide you with recognition for achievements? |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provide you with constructive feedback? |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clearly communicate decisions and how they would affect your work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
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Do you have any comments about the way you were managed?

Your overall experience of the Council

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Does the Council workforce as a whole: | **Strongly Agree** | | | **Agree** | | | **Disagree** | | | **Strongly Disagree** | | | |  |  | | |  | | |  | | |  | | | | Communicate in a clear and constructive way? |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | Act with honesty and respect for others? |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | Demonstrate a positive flexible attitude? |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | Take responsibility for their actions? |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | Be committed to “One Team”? |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | |
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| Please provide any further comments:    Would you consider returning to work for the Council?   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Yes** | | | **No** | | | **Don’t know** | | |  | |  |  | | |  | | |  | | |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| If ‘No’ please give reasons why: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |

Thank you for completing this information.

Your responses will be treated in strictest confidence and personal information

will not be disclosed.