

Staff Exit Survey

We would appreciate it if you filled in this survey as honestly and as accurately as you can, so that we can analyse our effectiveness as an employer in the future.

The answers to the following survey will be treated in the strictest confidence.

Section 1 - Reason for Leaving

Please tick all the reasons relevant to your leaving this organisation.

- | | |
|--|---|
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Ill health |
| <input type="checkbox"/> Contract ended | <input type="checkbox"/> Promotion / move to another department |
| <input type="checkbox"/> Dismissed | <input type="checkbox"/> Redundancy |
| <input type="checkbox"/> Retired | <input type="checkbox"/> Move to another area |
| <input type="checkbox"/> Found a job with more prospects / opportunities | <input type="checkbox"/> Found a job which offered more pay |
| <input type="checkbox"/> Found a job which offered more benefits | <input type="checkbox"/> Found a job with better working conditions |
| <input type="checkbox"/> Change in working hours desired | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other <input type="text"/> | |

Section 2 - Your Current Job

Did any of the following influence your decision to leave your current job?
(Please tick all that apply):

- Unhappy with current pay
- Unhappy with current conditions
- Insecure in current job
- Your job here was too stressful
- Dissatisfaction with current job
- Insufficient training/support in job
- Unhappy with another member of staff/employer
- Prefer not to say
- Unhappy with current job
- Other _____

Did your job here live up to expectations?

Which aspects of your job did you like best?

Which aspects of your job did you like least?

Are there any other reasons, which influenced your decision to leave?
(Please state below)

Section 3 - Resignation Details

What date will you leave the organisation?

Have you had an exit interview with your Line Manager or Personnel Officer?

Yes

No

How long have you been looking for another Job?

Less than 4 weeks

Between 4 and 12 weeks

Between 3 - 6 months

Over 6 months

Wasn't looking

Did you speak to your Line Manager or Personnel Officer before offering your resignation?

Yes

No

Did you wish to stay working with us?

Yes

No

When was your last staff appraisal with us?

Less than 6 months ago

Between 6 and 12 months ago

Between 1 and 2 years ago

Over 2 years ago

Never had an appraisal

How much notice did you give before leaving your job with us?

Less than 4 weeks

Standard 4 weeks

More than four weeks

None

Do you believe your job with us was paid fairly?

Yes

No

Do you believe your pay was within industry range?

Yes

No

Would you recommend our company to other job seekers?

Yes

No

Would you work for us again in the future?

Yes

No

Is there anything we could have done to make you stay longer?
(Please state below)

Section 4 - Your New Job

Does your new job offer you any additional benefits?
(if so, please state these below)

Other benefits:
(Please specify)

Does your new job offer any of the following benefits?

- More pay
- Better working conditions/environment
- Shorter working hours
- Longer holiday entitlement
- Less travelling to work
- Improved job title/position

If our organisation also offered these benefits would you have stayed longer?

- Yes No

Section 5 - Personal Information

Your name

Date of leaving

What is your current Job title?

How long have you been with this organisation?

- Less than 1 year
- Between 1 and 2 years
- Between 2 and 5 years
- Between 5 and 10 years
- Over 10 years

Forwarding Address:

What is your age range?

- 16 - 25 years
- 25 - 35 years
- 35 - 45 years
- 45 - 55 years
- Over 55

Which Department do you work in?

- Department 1
- Department 2
- Department 3
- Department 4
- Department 5

OFFICE ONLY - To be filled in by Line Manager or Personnel Officer

This section is not to be seen by exiting employees.

How much notice were you given regarding this employee leaving?

- Less than 4 weeks
- Standard 4 weeks
- More than four weeks
- None

Were you aware that the employee was actively searching for another job?

- Yes
- No

How valuable was the employee to this company?

- Very valuable
- Valuable
- Average
- Poor value
- Very poor value

Was there a better opportunity available for this employee within the company which might have made them stay (example in another department)?

- No
- Yes

If you answered 'yes' to the question above, did you discuss other opportunities with the exiting employee?

- Yes
- No

Were you asked to supply a reference for them for the new job?

- Yes
- No

Did you try to make the employee stay with the company?

- Yes
- No

(OPTIONAL Please attach reference to this form)

Exit Interview conducted by:

Date

Notes: