

## Exit interview questionnaire

**Note**

*Exit interviews should take place between the individual and their line manager. Where this is not possible, or the individual does not agree to this, an alternative manager or member of HR should carry out this interview.*

This questionnaire should be supplied to the individual as soon as possible after receipt of their resignation and should be completed in advance of the exit interview.

EMPLOYEE DETAILS	
Name:	Department:
Job title:	Start date:
Leaving date:	Date of interview:

**What is your main reason for leaving the Council?**

- |   |  |
|---|--|
| 1. <input type="checkbox"/> Insufficient pay        | 6. <input type="checkbox"/> Domestic problems  |
| 2. <input type="checkbox"/> Poor working conditions | 7. <input type="checkbox"/> Poor health        |
| 3. <input type="checkbox"/> No job satisfaction     | 8. <input type="checkbox"/> Transport problems |
| 4. <input type="checkbox"/> Lack of promotion       | 9. <input type="checkbox"/> Personal conflicts |
| 5. <input type="checkbox"/> Lack of training        | 10. <input type="checkbox"/> Other reasons     |

If you have selected other, please provide your reason below:

**If you have secured another job role, please indicate what factors make it a better opportunity for you:**

**How satisfied were you with each of the following?**

- 1 = dissatisfied
- 2 = quite dissatisfied
- 3 = neither satisfied nor dissatisfied
- 4 = moderately satisfied
- 5 = very satisfied

	<b>Satisfaction rating</b>	<b>Any additional comments</b>
<b>Induction</b>		
<b>Support with health issues</b>		
<b>Sickness reviews</b>		
<b>Training</b>		
<b>Training opportunities</b>		
<b>Career development</b>		
<b>Promotion opportunities</b>		
<b>Organisation culture</b>		
<b>Work environment</b>		
<b>Pay and benefits</b>		

**How satisfied were you with each of the following?**

- 1 = dissatisfied
- 2 = quite dissatisfied
- 3 = neither satisfied nor dissatisfied
- 4 = moderately satisfied
- 5 = very satisfied

	<b>Satisfaction rating</b>	<b>Any additional comments</b>
<b>Understanding of the role requirements</b>		
<b>Equipment provided to carry out the role</b>		
<b>Volume of work</b>		
<b>Job satisfaction</b>		
<b>Support from seniors</b>		
<b>Relationships with colleagues</b>		

**From your experience, should the Council make any changes to your current role?**

**Have you encountered any issues or concerns during your time with the Council? If so, do you consider that these were handled appropriately?**

**Can you identify anything more which could have been done by the Council to encourage you support you?**

**Are there any handover arrangements that need to be set in place?**

**In order to comply with current data protection obligations, we need your consent to providing employment references about you. Please indicate below by writing Yes or No in the box below whether you give such consent. You may withdraw your consent at any time by contacting *[insert details]*.**

**Any other matters to discuss:**

*Thank you for completing this survey. The information contained in the survey will be treated as confidential and will be used internally to review and improve working practices.*