

Exit Interview – Southwell Town Council

This questionnaire will be supplied to individuals as soon as possible after receipt of their resignation to be completed in advance of the exit interview and shared with the reviewer one day before the interview.

Exit interviews should take place between the individual and their line manager – where this is not possible or desirable an alternative manager or member of the HR Committee should carry out this interview.

Interviewers name:	Date of interview:
Your name:	Start date:
Your job role:	Leaving date:

What is your main reason for leaving Southwell Town Council?

- | | |
|--|--|
| 1. <input type="checkbox"/> Pay and benefits | 5. <input type="checkbox"/> Lack of training |
| 2. <input type="checkbox"/> Working conditions | 6. <input type="checkbox"/> Health issues |
| 3. <input type="checkbox"/> Lack of job satisfaction | 7. <input type="checkbox"/> Change in domestic situation |
| 4. <input type="checkbox"/> Lack of promotion | 8. <input type="checkbox"/> Other reasons |

If you have selected other reasons, please provide details below:

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

Using the following rating, how satisfied were you with each of the following?

- 1 = dissatisfied
 2 = quite dissatisfied
 3 = moderately satisfied
 4 = very satisfied

	Rating	Any additional comments
Induction		
Support with health issues		
Training opportunities		
Career development		
Organisation culture		
Work environment		
Pay and benefits		
Understanding of the role		
Equipment provided		
Volume of work		
Job satisfaction		
Support from councillors		
Relationships with colleagues		

From your opinion, should the Council make any changes to your 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 outline anything which could have been done by the Council to encourage or support you?

Please confirm that all handover arrangements have been put in place to the best of your ability? Briefly outline what they are and highlight anything outstanding which may lead to Council disruption?

Any other matters:

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 Southwell Town Council.

Thank you for completing this interview, the information contained it contains will be treated as confidential and will be used internally to review and improve working practices.