**Exit Interview Form**

|  |  |
| --- | --- |
| **Employee name** |  |
| **Position** |  |
| **Department** |  |
| **Date of interview** |  |

**Reason for leaving**

**Please indicate the primary reason:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Internal transfer /pprom/ptopromotion  Declined Exit Interview |  |  |  |  |

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

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

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

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

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

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

**Comments**

**Personal & Professional Development**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Yes** | | | **No** | | | **Don’t know** | | |  |
|  |  | | |  | | |  | | |  |
| Do you feel you had access to adequate training and development? |  |  |  |  |  |  |  |  |  |
|  |  |  |
| 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 your current salary, |  | | |  | | |  | | |  | | |
| 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 |  |  | |  | |  | | |  | |  | |  | | |  | |  |
|  | |  | |  | |
|  |  |  | |  | |  | | |  | |  | |  | | |  | |  |
| At what level would you rate morale in your team |  |  | |  | |  | | |  | |  | |  | | |  | |  |
|  |  |  | |  | |  | | |  | |  | |  | | |  | |  |
| Your colleagues listen and appreciate your suggestions |  |  | |  | |  | | |  | |  | |  | | |  | |  |
|  | |  | |  | |
|  |  |  |  | |  | | |  | |  | |  | | |  | |  | |

**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 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**Do you have any comments about the way you were managed?**

**Your overall experience of the Council**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Does the Council workforce as a whole:** | **Strongly Agree** | | | **Agree** | | | **Disagree** | | | **Strongly Disagree** | | | |  |  | | |  | | |  | | |  | | | | Communicate in a clear and empowering way? |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | Foster an ambitious attitude? |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | Demonstrate a positive and innovative way of working? |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | Act with honesty and compassion for others? |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | Work collaboratively? |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | |
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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.**