**Exit interview survey**

***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 survey 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.

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

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| **REASONS FOR LEAVING** |
| **What is your reason for leaving the Company?**  1. [ ] Insufficient pay 6. [ ] Domestic problems  2. [ ] Poor working conditions 7. [ ] Poor health  3. [ ] No job satisfaction 8. [ ] Transport problems  4. [ ] Lack of promotion 9. [ ] Personal conflicts  5. [ ] Lack of training 10. [ ] Other reasons |
| Any additional comments: |

**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

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| **Organisation** | | |
|  | **Satisfaction rating** | **Any additional comments** |
| **Recruitment and selection** |  |  |
| **Induction** |  |  |
| **Training** |  |  |
| **Training opportunities** |  |  |
| **Career development** |  |  |
| **Promotion opportunities** |  |  |
| **Organisation culture** |  |  |
| **Work environment** |  |  |
| **Pay and benefits** |  |  |
| **Employee morale** |  |  |
| **Communication** |  |  |
| **Work-life balance** |  |  |
| **Engagement** |  |  |
| **Health and wellbeing** |  |  |
| **Systems and processes** |  |  |
| **Internal procedures and policies** |  |  |

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| **Current role** | | |
|  | **Satisfaction rating** | **Any additional comments** |
| **Understanding of the role requirements** |  |  |
| **Equipment provided to carry out the role** |  |  |
| **Volume of work** |  |  |
| **Job satisfaction** |  |  |
| **Support from seniors** |  |  |
| **Relationships with colleagues** |  |  |

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| **Line manager** | | |
|  | **Satisfaction rating** | **Any additional comments** |
| **Providing clear direction and guidance** |  |  |
| **Answering questions** |  |  |
| **Listening to ideas and feedback** |  |  |
| **Providing constructive feedback** |  |  |
| **Providing positive feedback** |  |  |
| **Developing the team** |  |  |
| **People management skills** |  |  |
| **Providing support** |  |  |

**How would you rate your overall experience of working for the Company?**

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**Would you consider future employment with the company? Please give full reasons.**

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**Can you identify anything more which could have been done by the Company to encourage you to stay in this role?**

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**In order to comply with current data protection obligations, we need your consent to providing employment references about you. Please indicate, 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].***

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***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.***