**EXIT INTERVIEW QUESTIONNAIRE**

Please complete and return to Human Resources prior to your date of leaving or as soon as possible afterwards. This will allow us to identify whether any improvements/adjustments can be made for the future.

Have you been offered the opportunity of an exit interview with your line manager? **YES []** **NO []**

**Some information about you**

Name ……………………………… Department ………………………………

Post ……………………………… Full-time 🞏Part-time 🞏 Permanent🞏Temporary 🞏

Male🞏 Female 🞏 Age: Under 25 🞏25-34 🞏35-44 🞏 45-54 🞏55-64 🞏Over 64 🞏

Please Specify ……………….. Please Specify ………………..

Date of Leaving ………………..………………..………………..……………….. Length of Service with the University ………………..………..…………………

Length of time in current post ………………..………..………………………….

What Department were you most recently working for………………………………………

Current Salary ………………..………..…………………………………..……….

**Reasons for Leaving: (Please tick all that apply)**

End of Contract 🞏

Personal Reasons

|  |  |  |  |
| --- | --- | --- | --- |
| Alternative Employment: | Higher Salary | 🞏 | Promotion 🞏 🞏 |
|  | Better Benefits | 🞏 | More interesting Job 🞏 |
|  | Greater Prospects | 🞏 | Other ……………………. |

|  |  |  |  |
| --- | --- | --- | --- |
|  Retirement: | Early 🞏Normal 🞏 | Ill Health |  🞏 |
|  Other | Moving from the area 🞏Family commitments 🞏 | RetrainingOther  |  🞏 |
| Further Questions: |  |  |  |

Do you consider that you received the appropriate induction and training to do your job? **Yes** 🞏**No** 🞏

If not where did the induction and training received fall below your expectations?

Were you happy with the level of support received from your line manager? **Yes**🞏 **No**🞏

If not in what way did it not meet your expectations?

What areas of your work environment where you happy/not happy with?

Did you ever suffer any form of discrimination, harassment or bullying **Yes**🞏 **No**🞏

If yes what form did this take?

Did you tell anyone and were you satisfied with their response?

Was the job what you expected? **Yes**🞏 **No**🞏

If the job differed from the original description, in what ways? Would you suggest any changes/improvements?

If an opportunity arose, would you consider returning to work at UL **Yes**🞏 **No**🞏

Do you have any other comments about your experience of working at UL