**NHS GREATER GLASGOW & CLYDE**

**Exit Interview Questionnaire**

**Please note that any sections marked \* are mandatory fields that require to be completed**

|  |  |
| --- | --- |
| \*Employee Name: | \*Job Title: |
| \*Employee Unique Identifier (for example, eESS ID, Payroll Number or Date of Birth): |
| \*Department: | \*Sector: *(manually enter or Choose an item.)* |
| Manager Name: | Manager Job Title: |
| \*Date of Exit Interview: *(manually enter or Click here to enter a date.)* |

|  |
| --- |
| **\*1. Reason for Leaving (Tick all that apply) :** |
| Better Career Progression | [ ]  | Better Job Satisfaction | [ ]  | Better Pay & Benefits | [ ]  |
| Change of Career | [ ]  | Hours of Work | [ ]  | Lack of Training | [ ]  |
| Organisational Reasons (Culture, Policies) | [ ]  | Location | [ ]  | Retirement  | [ ]  |
| Personal/Domestic Reasons | [ ]  | Relationship with Manager | [ ]  | Other  | [ ]  |

2. What did you like most about your job and why?

3. What did you least like about your job and why?

4. Does the current job description accurately describe the job?

Yes [ ]  No [ ]

5. Do you have any suggestions as to how the job could be improved?

6. Did you feel valued in your role?

Yes [ ]  No [ ]

7. Did you have an acceptable work load?

Yes [ ]  No [ ]

8. How do you think department working conditions could be improved?

9. How would you describe morale in your department?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Good [ ]  | Good [ ]  | Average [ ]  | Poor [ ]  | Very Poor [ ]  |

10. How would you describe your working relationship with your colleagues?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Good [ ]  | Good [ ]  | Average [ ]  | Poor [ ]  | Very Poor [ ]  |

11. How would you describe your working relationship with your line manager?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Good [ ]  | Good [ ]  | Average [ ]  | Poor [ ]  | Very Poor [ ]  |

12. Did you experience any bullying or harassment?

Yes [ ]  No [ ]

13. Bullying or harassment – any additional comments?

14. How did you feel about the level of communication within your team/department?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Good [ ]  | Good [ ]  | Average [ ]  | Poor [ ]  | Very Poor [ ]  |

15. Do you feel you were kept well informed about the organisation as a whole?

Yes [ ]  No [ ]

16. Do you have suggestions as to how to improve communication at different levels?

17. Do you feel you were given the opportunity to feedback and was this acted upon?

Yes [ ]  No [ ]

18. Do you feel that you were given an effective induction into the organisation?

Yes [ ]  No [ ]

19. Do you feel that you received adequate training/coaching to perform your role?

Yes [ ]  No [ ]

20. What do you think of career development opportunities within the organisation?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Good [ ]  | Good [ ]  | Average [ ]  | Poor [ ]  | Very Poor [ ]  |

21. How would you rate your work-life balance whilst working for organisation?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Good [ ]  | Good [ ]  | Average [ ]  | Poor [ ]  | Very Poor [ ]  |

22. How do you think work-life balance within the organisation could be improved?

23. How would you rate pay and benefits?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Good [ ]  | Good [ ]  | Average [ ]  | Poor [ ]  | Very Poor [ ]  |

23. Do you think that the organisation has a reputation as a good employer?

Yes [ ]  No [ ]

24. Would you recommend the organisation as an employer to others?

Yes [ ]  No [ ]

25. Do you think that the organisation is perceived as being run ethically?

Yes [ ]  No [ ]

26. Would you consider returning to employment with the organisation?

Yes [ ]  No [ ]

27. Any additional comments?

|  |  |
| --- | --- |
| \*Employment Start Date: *(manually enter or Click here to enter a date.)* | \*Employment End Date: *(manually enter or Click here to enter a date.)* |

Note to Manager: Please file in personnel file and outline any required actions for considerations. Please submit completed form via HR Self Service Portal: <https://nhsnss.service-now.com/ggc_hr> or to:

FAO HR Admin Team

HR Support & Advice Unit,

2nd Floor,

West Glasgow ACH

Dalnair Street

Glasgow

G3 0SJ

**For manager completion;**

|  |  |
| --- | --- |
|  | **Next Step** |
| **\*Summary Action:**  |  |