

EXIT INTERVIEW/QUESTIONNAIRE

The purpose of this interview/questionnaire is to:

- Explore the employee experience working within the organisation
- Collate thematic information which will help inform improvements to the organisation
Give the employee the opportunity to comment on different aspects of their employment
- Give the employee the opportunity to share views on adjustments and changes which could be made to improve the work and experiences of the workforce.
- Any information provided will be treated in confidence.

SECTION 1

Employment Details

Department,
Board or Office

Length of service

Years

Months

SECTION 2

1. Was there anything that prompted you to look for another position/job/employer?

2. Do you feel like you had all you needed to succeed in your role?

a. Did you have all the necessary training?

3. Do you feel that your job had changed since you first joined?

4. Did you share any of the concerns/ideas/opinions we discussed today before deciding to leave?

5. Do you have suggestions for improvements that could be made in your work area?

6. How would you describe the current culture of the organisation?

7. Do you have any suggestions for how we can improve the culture?

8. Is there anything more you'd like to add?

9. Would you like this to feedback to HR or the Department? (This can still be done anonymously)