# **Employee details**

| Name |  |
| --- | --- |
| Role |  |
| Location |  |
| Leaving date |  |

# **Section 1: Reasons for leaving**

What is your main reason for leaving?

|  |
| --- |

Are there any other reasons that contributed to your decision to leave?

|  |
| --- |

Would anything have made you consider staying?

|  |
| --- |

#

# **Section 2: Feedback on the role**

What did you like most about your role with us?

|  |
| --- |

What did you like least about your role with us?

|  |
| --- |

Do you feel your role matched the job description?

* Yes
* No

*Comments*

|  |
| --- |

Do you feel you had the right tools and resources to do your job effectively?

* Yes
* No

*Comments*

|  |
| --- |

Do you feel you received the necessary training in order to be successful in your job?

* Yes
* No

*Comments*

|  |
| --- |

Do you feel you were given clear goals and objectives?

* Yes
* No

*Comments*

|  |
| --- |

Do you feel that your work was recognised and appreciated?

* Yes
* No

*Comments*

|  |
| --- |

If you could change anything about the job, what would it be?

|  |
| --- |

# **Section 3: Rewards and benefits**

How satisfied were you with your salary?

| * Very satisfied
 | * Satisfied
 | * Neither satisfied or dissatisfied
 | * Dissatisfied
 | * Very dissatisfied
 |
| --- | --- | --- | --- | --- |

*Comments*

|  |
| --- |

How satisfied were you with your other work benefits and rewards?

| * Very satisfied
 | * Satisfied
 | * Neither satisfied or dissatisfied
 | * Dissatisfied
 | * Very dissatisfied
 |
| --- | --- | --- | --- | --- |

*Comments*

|  |
| --- |

###

# **Section 4: Working relationships**

How satisfied were you with your relationship with your line manager?

| * Very satisfied
 | * Satisfied
 | * Neither satisfied or dissatisfied
 | * Dissatisfied
 | * Very dissatisfied
 |
| --- | --- | --- | --- | --- |

*Comments*

|  |
| --- |

What did your line manager do well?

|  |
| --- |

How could your line manager improve?

|  |
| --- |

Do you feel you received the support you needed from other managers, including senior management?

|  |
| --- |

Overall, how satisfied were you with your relationships with your colleagues?

| * Very satisfied
 | * Satisfied
 | * Neither satisfied or dissatisfied
 | * Dissatisfied
 | * Very dissatisfied
 |
| --- | --- | --- | --- | --- |

*Comments*

|  |
| --- |

How would you describe morale within your team at the moment?

|  |
| --- |

# **Section 5: Feedback on the organisation**

What did you like most about working for us?

|  |
| --- |

What did you like least about working for us?

|  |
| --- |

Do you feel that you had adequate access to opportunities to learn, develop and progress with us?

* Yes
* No

*Comments*

|  |
| --- |

Do you feel that employees are treated fairly and with respect here?

* Yes
* No

*Comments*

|  |
| --- |

If you could change anything about the organisation, what would it be?

|  |
| --- |

Would you recommend working for us to a friend?

* Yes
* No

*Comments*

|  |
| --- |

Would you consider re-joining us in the future?

* Yes
* No

*Comments*

|  |
| --- |

# **Section 6: Any other comments**

Do you have any additional comments you would like to add or tell us about?

|  |
| --- |