

# Sample Exit Survey

This questionnaire is designed to gather your feedback on your reasons for leaving the company.

We appreciate that leaving an organisation is sometimes an emotional thing to do, but we hope your feedback will help us identify why people leave the organisation so we can do our best to avoid losing people in the future wherever possible.

Your responses will be recorded anonymously and held in the strictest confidence so please feel free to be as open, frank and honest when giving your feedback.

We appreciate your time and openness.

Thanks in advance.

## About you

1. In which department did you work?

2. How long have you been with the company?

3. How would you describe the level of job you had?

4. What are you leaving the company to do? Select all that apply.

- A similar job*
- A completely different job*
- To study for further education*
- To relocate*
- To support your spouse's career*
- To care for someone (such as an elderly person or child)*
- Other personal reasons*

## Sample Exit Survey

5. What was your primary reason for making the decision to leave the company? Select one answer only.

- Salary or package not good enough*
- End of contract*
- Lack of promotion or career progression opportunities*
- Unacceptable working conditions*
- Frustration with your job*
- Poor relationships with your colleagues*
- Dissatisfaction with what's expected of you by the organisation*
- Frustration with your boss*
- Unacceptable commute*
- Unsuitable working hours*
- Lack of opportunity for development*

6. Were there any other reasons for making the decision to leave? Select all that apply or leave blank.

- Salary or package not good enough*
- End of contract*
- Lack of promotion or career progression opportunities*
- Unacceptable working conditions*
- Frustration with your job*
- Poor relationships with your colleagues*
- Dissatisfaction with what's expected of you by the organisation*
- Frustration with your boss*
- Unacceptable commute*
- Unsuitable working hours*
- Lack of opportunity for development*

About your job

# Sample Exit Survey

## 7. How would you rate the following aspects of your job?

	Strongly Agree	Agree	Disagree	Strongly Disagree
<i>The company made good use of your skills and abilities</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Your work supported the goals and objectives of the organisation</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>The company gave you sufficient freedom in deciding how to do your job</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>The company gave you sufficient training and development to do your job well</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Performance expectations were clearly defined</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>During the interviewing process your manager gave a realistic description of the work involved</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>You were generally satisfied with the kind of work you did at the company</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Your workload was generally acceptable</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Your level of responsibility was about right</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>The level of intellectual challenge provided by the job was about right</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>You were given all the tools and resources necessary to do your job</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>You had enough time and resources to do what was expected of you</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 8. In a typical week how many hours did you usually work?

- 20 - 40 hours
- 40 - 48 hours
- More than 48 hours

## 9. What aspects of your job would you change and why?

### About your training and development

#### 10. How would you rate your career development in the time you were with the company?

- Very Good
- Good
- Poor
- Very Poor

#### 11. How would you rate the level of career development generally in the company?

- Very Good
- Good
- Poor
- Very Poor

#### 12. How would you rate the level of training and development you received from the company?

	Very Good	Good	Poor	Very Poor
<i>The quantity of training you received</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>The quality of training you received</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>The level of interest the company showed in your development</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### About your manager

# Sample Exit Survey

13. Overall how satisfied were you with your immediate Supervisor/Manager.

	Very satisfied	Somewhat satisfied	Not satisfied
<i>When you first joined</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Before deciding to leave</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Rate how much you agree with the following:

	Strongly Agree	Agree	Disagree	Strongly Disagree
<i>Your manager always involved you in decision making</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>You trusted the intentions of the managers in the company</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>There is a "them and us" attitude between managers and the rest of the organisation</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>You received regular feedback from your manager on your performance</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Your manager saw it as their job to develop people in the team</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>It was easy to find time with your manager</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Your manager communicated honestly and openly with you at all times</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>You felt that you were dealt with equally and fairly by your manager</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Your manager tended to listen and ask questions rather than tell you what to do all the time</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Your manager was open to new ideas</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Your manager gave you the support you needed at all times</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Your manager gave you lots of recognition for your contribution</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Everyone in your team was encouraged to be innovative and to develop new and better ways of doing things</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

About the company overall

15. Rate how much you agree with the following:

	Strongly Agree	Agree	Disagree	Strongly Disagree
<i>Policies and practices seem reasonable and appropriate</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>The company seem to value employees' opinions</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>The company show genuine concern for employees and seek to treat them fairly</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. How would you rate morale?

	Very Good	Good	Poor	Very Poor
<i>Within your department</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Within the company as a whole</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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17. How would you rate the pay and benefits provided by the company?

	Very Good	Good	Poor	Very Poor
<b>Basic Salary</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Bonus</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Holiday Entitlement</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Flexible working arrangements</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Sick Pay</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Pension</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. If you had the opportunity to rejoin the company would you consider doing so?

- Yes
- No
- If no, why not?

19. Are there any other comments you would like to make?