**Bangor University**

**SUPPLEMENTARY Exit Interview Questionnaire**

**Confidential**

This Supplementary Exit Interview Questionnaire is optional and in addition to the **online exit questionnaire** Human Resources invites all leavers to complete.

This Supplementary Exit Interview Questionnaire can be used to structure an exit interview discussion if the staff member leaving the University’s employment wishes.

*Please read the guidance notes at the end of this document before completing this form.*

|  |  |
| --- | --- |
| Staff name & payroll number |  |
| Job title |  |
| School or department |  |
| Length of time in current role  |  | Length of time working at Bangor University  |  |
| Leaving date |  |  |
| Reason for leaving e.g. resignation/end of fixed-term contract/retirement etc |  |  |

|  |  |
| --- | --- |
| **1** | **What do you think have been the best parts of working for the University?** |
|  |
| **2** | **In your opinion, do managers in the School/Department/College/University provide a clear sense of direction and communicate this effectively? Please give examples if you can.** |
|  |
| **3** | **Were you able to access appropriate training and development opportunities when required? Is there any development you would have liked to help you in your job?** |
|  |
| **4** | **Did you feel involved in decisions which affected your work and team? Please give examples if you can.** |
|  |
| **5** | **Do you believe that you have faced any barriers or been treated unfairly as a result of an equality protected characteristic i.e. your age, because of being disabled, your ethnicity, gender, race or ethnicity, religion or belief, sexual orientation, pregnancy or maternity? Please give some examples to illustrate your answer.** |
|  |
| **6** | **Do you feel you were treated with respect by others in the School/College/University? Please give examples to illustrate your answer.** |
|  |
| **7** | **If you are leaving due to resignation or retirement, what led to your decision to leave?** |
|  |
| **8** | **Were you actively looking for another job or did you just happen to spot a great opportunity?** |
|  |
| **9** | **Were there any other concerns you had about your work here that made you want to leave, and if so could you give us more information e.g. workload/resources/work environment?** |
|  |
| **10** | **What, if anything would have made you stay?** |
|  |
| **11** | **Would you come back? If not, why not?** |
|  |
| **12** | **Are there any other comments you want to make about your employment at Bangor University?** |
|  |
| **13** | **Are you happy for the comments you have made today to be attributed to you or would you prefer your comments to be anonymised? Please delete as appropriate below.** |
| I am happy for the comments I have made today to be attributed to myself. I wish my comments to be anonymised/remain confidential.I request that the issues I’ve raised are brought to HR’s attention.Leaver signatureLeaver name (type or print) DateInterviewer signatureInterviewer name (type or print) Date |

Please return the completed form (paper or electronic) to the relevant Head of School or Head of College or Director of Professional Services Department or HR Officer.

**Supplementary Exit Interview - guidance notes**

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All staff leaving the University are invited by Human Resources to complete an **online exit questionnaire survey**, this will continue.

On occasion, staff leaving may wish to have an in-person exit interview with a member of their School, College or Professional Service Department and this **Supplementary Exit Interview Questionnaire** is an additional resource that may be used as a basis for the discussion if that’s the case.

An exit interview is a two-way discussion to explore the reasons why an employee is leaving, to learn about their experiences of working in at the University, and to use the information to improve the overall working environment.

This Supplementary Exit Interview Questionnaire has been introduced to complement the existing University online exit survey. The aim is to build greater job satisfaction, improve working practices and ensure that team members want to remain employed by the University.

**This two-way discussion will help us to:**

* Understand more fully reason(s) for leaving.
* Receive valuable feedback about working conditions, management and the culture of the University.
* Understand what you enjoyed about working for the University and what concerns you have.
* Capture information to assist in prioritising opportunities for improvement in working conditions.
* Improve strategies regarding staff retention.

**And will enable you to:**

* Have a voice about your experience of working at the University.
* Give valuable feedback about working conditions, management and the culture of the University.
* Tell us what you enjoyed whilst working at the University and what concerns you had.
* Have a chance to give constructive feedback, and to leave on a positive note, with good relations and mutual respect.

**Confidentiality**

* We can assure you that the information you provide will be confidential if you wish, unless you agree to or request that your feedback be attributed to you and communicated to the relevant people. Where certain issues that are flagged need to be shared they will be anonymised if you request this.
* Although it is unlikely, there may be some information which we cannot keep confidential, e.g. allegations of criminal acts. Where such allegations are brought to our attention the interviewer will tell you that they will need to draw these allegations to the attention of an appropriate person. The discussion will then proceed with no further reference to the allegations.

**Please make sure you sign the relevant area of the questionnaire to indicate your wishes.**

**Frequently Asked Questions**

**Will this replace any school or departmental handover meeting with my Line Manager?**

No. Exit interviews have a different focus and have no bearing on any meeting you may have with your Line Manager regarding work handover.

**If I attend an exit interview does this mean I am not required to complete the University’s online questionnaire?**

In order to capture University-wide issues it is hoped that you would participate in the University’s online questionnaire.

This exit interview is supplementary to the University’s main process and is entirely voluntary.  You may of course participate in both.