

## Confidential Exit Questionnaire

Please complete this questionnaire as part of the leaver process and return direct to Human Resources.

Name:		Job Title:	
Service:		Line Manager:	
Start date with HDC:		Leaving Date:	
Please give dates and roles of any internal transfers or promotions			

This questionnaire is designed to help Harlow District Council to be proactive about managing the retention of staff. We value your comments. **Information provided will be confidential** but may be fed back to management in an anonymous way in order that necessary improvements may be made within the service area.

1.	What did you like most about your job and why?
2.	What did you like least about your job and why?
3.	What were the working conditions like?
Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	
Please give your comments:	
4.	Did you feel your Health & Safety was provided for at work?
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Your comments:	
5.	Was you workload:
Very High <input type="checkbox"/> High <input type="checkbox"/> Average <input type="checkbox"/> Low <input type="checkbox"/>	
Please give your comments:	
6.	Was the job description fair (was the job what you expected)?
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you answered no, please let us know why you feel it was not what you expected :	
7.	How do you feel about the training you received?
Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	
Please comment on how useful you found your training:	

8.	What were the promotion prospects?
Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	
Please give your comments:	
9.	What was your relationship like with your manager?
Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	
Please give your comments:	
10.	What was your relationship like with colleagues?
Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	
Please give your comments:	
11.	What was morale like?
Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	
Please give your comments:	
12.	Did you feel management was consistent?
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please give your comments:	
13.	What do you feel about the pay & benefits of HDC?
Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	
Please give your comments:	
14.	Would you recommend working for HDC to others?
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please give your comments:	
15.	Why did you decide to leave?
16.	Did Harassment & Bullying play a part in your decision to leave?
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please give your comments:	

17.	Did you think of moving to another part of HDC?
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If not, please supply additional information:	
18.	Are you moving to another job?
Yes <input type="checkbox"/> No <input type="checkbox"/>	
19.	If yes, what job will you be doing? Please give the name of the organisation, your new role and expected salary.
20.	Why do you feel this will be better?
21.	Any other comments? Please use further pages as necessary.

<b>Name of Leaver (Print Name):</b>		<b>Signature:</b>		<b>Date:</b>	
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**Thank you for completing this confidential exit questionnaire. Please return this form direct to Human Resources.**

Harlow Council understands that your privacy is important to you. For more information on how we collect, use and process personal data please view <http://www.harlow.gov.uk/privacy-notice> and <http://www.harlow.gov.uk/employees-privacy-notice>.