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| Employee Exit Survey |
| **Guidance** |
| Please send your completed exit survey to the HR Business Support Team by email to HRHelpline@ed.ac.uk or by post to: HR Business Support Team, 4th Floor, Dalhousie Land, Holyrood, Edinburgh, EH8 8AG.This survey should take no more than 5 minutes to complete. You may answer some, or all of the questions. The information you provide is anonymous and will be kept confidential. Further information about how we use your data, how long we keep it and the basis for processing it, is provided in our [privacy information notice for staff](https://www.ed.ac.uk/human-resources/privacy-information-notice).If you have any questions about the survey please contact HRHelpline@ed.ac.uk If you require this survey in an alternative format please email HRHelpline@ed.ac.uk. |
| **Section 1: Your reasons for leaving the University** |
| 1. **What are your reasons for leaving?** (Please select no more than 3 options)
 |
| [ ] End of fixed term contract or end of funding[ ] Retirement[ ] Next step in my career[ ] Using new skill in a different role[ ] Career change[ ] Better job satisfaction[ ] Better career development opportunities[ ] Better promotional opportunities[ ] Better pay and benefits package[ ] Better work life balance[ ] Better working environment[ ] Job insecurity or effects of organisational change | [ ]  Dissatisfied with senior management[ ]  Dissatisfied with direct manager/supervisor[ ]  Conflict with co-worker(s)[ ]  I experienced discrimination harassment or bullying[ ]  I witnessed discrimination harassment or bullying of others[ ]  Returning to full time education[ ]  Family circumstances[ ]  Health reasons[ ]  Relocating[ ]  Better commute[ ]  Fears over Brexit[ ]  Other, please specify       |
| 1. **If you are moving to another job, which organisation will you be joining?**

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| 1. **Is there anything that would have made you reconsider leaving the University's employment?**

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| **Section 2: Your experience of working at the University**  |
| 1. **How do you rate the following pay and benefits provided by the University?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Overly generous** | **Generous** | **About right** | **Poor** | **Very poor** |
| **Salary** |[ ] [ ] [ ] [ ] [ ]
| **Pension** |[ ] [ ] [ ] [ ] [ ]
| **Annual leave entitlement** |[ ] [ ] [ ] [ ] [ ]
| **Sick pay** |[ ] [ ] [ ] [ ] [ ]
| **Family friendly policies including flexible working** |[ ] [ ] [ ] [ ] [ ]

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| 1. **In relation to your most recent role at the University**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Was the job as expected/advertised? |[ ] [ ]
| Did you know what was expected of you in your role? |[ ] [ ]
| Was the job challenging enough? |[ ] [ ]
| Was your workload manageable? |[ ] [ ]
| Did you achieve a positive work-life balance? |[ ] [ ]
| Did you have the opportunity to use your skills and experience? |[ ] [ ]
| Did you have the tools and resources to do your job effectively? |[ ] [ ]

 **5a. Do you have any suggestions that will improve the post you are leaving?**      |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Did your line manager/supervisor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Always** | **Most of the time** | **Some of the time** | **Rarely** | **Never** |
| Set clear objectives for your role? |[ ] [ ] [ ] [ ] [ ]
| Listen to your suggestions? |[ ] [ ] [ ] [ ] [ ]
| Provide adequate support? |[ ] [ ] [ ] [ ] [ ]
| Treat staff fairly? |[ ] [ ] [ ] [ ] [ ]
| Hold regular 1:1 meetings with you? |[ ] [ ] [ ] [ ] [ ]
| Conduct meaningful annual reviews? |[ ] [ ] [ ] [ ] [ ]
| Provide constructive feedback on your performance? |[ ] [ ] [ ] [ ] [ ]
| Recognise good performance? |[ ] [ ] [ ] [ ] [ ]

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| 1. **Please rate the following**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good**  | **Poor** | **Terrible** |
| **Your induction** |[ ] [ ] [ ] [ ]
| Your annual review(s) |[ ] [ ] [ ] [ ]
| Work-related training |[ ] [ ] [ ] [ ]
| Personal development e.g. volunteering, coaching |[ ] [ ] [ ] [ ]
| Career development |[ ] [ ] [ ] [ ]
| Promotion opportunities |[ ] [ ] [ ] [ ]
| Your physical working environment |[ ] [ ] [ ] [ ]

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| 1. **How would you rate communication within the University?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good**  | **Poor** | **Terrible** |
| Communication within your School/Department |[ ] [ ] [ ] [ ]
| Communication of organisational change |[ ] [ ] [ ] [ ]
| Overall communication within the University |[ ] [ ] [ ] [ ]

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| 1. **On a scale from 1 to 10 (10 being the highest), how would you rate the University as a great place to work?**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3**  | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

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| 1. **Please provide any other feedback about working at the University, or comments you wish to make in the space below.**

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| **Section 3: About you** |
| College or Support Group: |       |
| School/Department:  |       |
| Staff category: (Please tick 1 option) | [ ]  Academic [ ]  Professional Services [ ]  Research [ ]  Technical [ ]  Trades |
| Grade:  |       |
| Employment type: (Please tick 1 option) | [ ]  Full-time [ ]  Part-time [ ]  Guaranteed hours |
| Contract type: (Please tick 1 option) | [ ]  Permanent/Open-ended [ ]  Fixed-term [ ]  Guaranteed hours – Permanent/Open-ended [ ]  Guaranteed hours – Fixed-term |
| Length of service at the University:(Please tick 1 option)  | [ ]  Less than 6 months[ ]  6 months to 1 year[ ]  1 to 2 years[ ]  2 to 5 years[ ]  5 to 10 years[ ]  Over 10 years |
| **Section 4: Equal opportunities in employment** |
| Gender | [ ]  Male[ ]  Female[ ]  Non-binary[ ]  Other [ ]  Prefer not to say |
| Age group | [ ]  16 to 24[ ]  25 to 34[ ]  35 to 44[ ]  45 to 54[ ]  55 to 65[ ]  66 and over |
| Ethnicity  | [ ]  White - Scottish[ ]  White - British[ ]  White - Irish[ ]  Other White background[ ]  Gypsy or Traveller[ ]  Black or Black British - Caribbean[ ]  Black or Black British - African[ ]  Other Black background[ ]  Asian or Asian British - Indian[ ]  Asian or Asian British - Pakistani[ ]  Asian or Asian British - Bangladeshi[ ]  Chinese[ ]  Other Asian background[ ]  Mixed - White and Black Caribbean[ ]  Mixed - White and Black African[ ]  Mixed - White and Asian[ ]  Other mixed background[ ]  Arab[ ]  Other ethnic background[ ]  Prefer not to say |
| Religion or belief | [ ]  Buddhist[ ]  Christian[ ]  Hindu[ ]  Jewish[ ]  Muslim[ ]  No religion[ ]  Sikh[ ]  Spiritual[ ]  Any other religion or belief[ ]  Prefer not to say |
| Sexual orientation | [ ]  Asexual[ ]  Bi/Bisexual[ ]  Gay Man[ ]  Gay Woman/Lesbian[ ]  Heterosexual/Straight[ ]  Queer[ ]  Other[ ]  Prefer not to say |
| Do you consider yourself to be a trans person? | [ ]  Yes[ ]  No[ ]  Prefer not to say |
| Do you consider yourself to have a disability? | [ ]  Yes[ ]  No[ ]  Prefer not to say |
| **Thank you** |
| Thank you for taking the time to complete this survey.We value your feedback, and will use it to improve the overall experience of working at the University. You can also review your experience of working here on [Glassdoor](https://www.glassdoor.co.uk/Reviews/University-of-Edinburgh-Reviews-E35539.htm). We offer face-to-face exit interviews too. If you would like one, please contact your line manager or another senior member of staff in your school or department.Finally, we wish you every success for the future and encourage you to keep in touch by following the University on [Facebook](https://www.facebook.com/UniversityOfEdinburgh), [LinkedIn](https://www.linkedin.com/school/university-of-edinburgh/), [Instagram](https://www.instagram.com/edinburghuniversity/) or [Twitter](https://twitter.com/edinburghuni).  |