**Leaver Questionnaire (Employee Version)**

The questionnaire is to be completed for employees who have resigned (voluntarily) from their post and leaving the school completely.

We would like to collect your views about why you are leaving and what influenced your decision to leave, so that we may identify how we can improve working for the school. It would also be good to know what the School does well. We very much appreciate your feedback.

**Staff Name:**

|  |  |
| --- | --- |
| **1. What is the main reason for you deciding to leave?**  |  |
|  | **Comments** |
|  |       |
| 1. **What are the top three factors that influenced your decision to leave?**
 | **Number** |
| Career development opportunity. | [ ]        |
| Changes in my personal life. | [ ]        |
| Seeking a new challenge. | [ ]        |
| Wanted less travelling time. | [ ]        |
| Wanted reduced working hours. | [ ]        |
| Wanted higher pay. | [ ]        |
| Wanted better terms and conditions. | [ ]        |
| Wanted better staff benefits. | [ ]        |
| Working relationship within my team. | [ ]        |
| Working relationships with teams | [ ]        |
| Working relationship with my manager. | [ ]        |
| Changes in my job role. | [ ]        |
| Wanted better training opportunities.  | [ ]        |
| Workload. | [ ]        |
| Communication. | [ ]        |
| Other (state)  | [ ]        |
| 1. **How would you rate your experience of working for the School in the following areas?**
 | **Poor** | **Neutral** | **Good** | **Excellent** |
| Your induction process. | [ ]  | [ ]  | [ ]  | [ ]  |
| Your work environment. | [ ]  | [ ]  | [ ]  | [ ]  |
| The resources supplied to deliver your job. | [ ]  | [ ]  | [ ]  | [ ]  |
| Team working within your own team. | [ ]  | [ ]  | [ ]  | [ ]  |
| Working relationships with other teams. | [ ]  | [ ]  | [ ]  | [ ]  |
| Your workload. | [ ]  | [ ]  | [ ]  | [ ]  |
| The training you received. | [ ]  | [ ]  | [ ]  | [ ]  |
| Career opportunities. | [ ]  | [ ]  | [ ]  | [ ]  |
| Personal development opportunities. | [ ]  | [ ]  | [ ]  | [ ]  |
| Appreciation of the work you did. | [ ]  | [ ]  | [ ]  | [ ]  |
| Support from your line manager. | [ ]  | [ ]  | [ ]  | [ ]  |
| Communication from your line manager. | [ ]  | [ ]  | [ ]  | [ ]  |
| Support from senior management. | [ ]  | [ ]  | [ ]  | [ ]  |
| Clear direction set by senior management. | [ ]  | [ ]  | [ ]  | [ ]  |
| Your pay and benefits. | [ ]  | [ ]  | [ ]  | [ ]  |
| The opportunities you had to feedback your views on important issues. | [ ]  | [ ]  | [ ]  | [ ]  |
| Feedback you received on your comments. | [ ]  | [ ]  | [ ]  | [ ]  |
| Evidence we acted upon staff feedback. | [ ]  | [ ]  | [ ]  | [ ]  |
| **4. What did you enjoy most about working for the School?**  |       |
| **5. Would you consider returning to work for the School?** | **Yes/No****Please explain why.**      |
| **6. Would you recommend the School as an employer to your friends?** | **Yes/No****Please explain why.**      |
| **7. Do you have any other comments?** |       |

To assist you in identifying the exact reason for leaving the following guidance notes are provided some reasons do not require any explanation, as they are self-explanatory:

**Career Development** – Employee has taken up a new position as part of their career development

**Competition from other employers** – Employee has taken up a new post outside of the organisation with another employer.

**Conditions of employment** – Unhappy with terms and conditions of employment.

**Nature of Work** – Not satisfied with what the job entails.

**Pay** – Employee dissatisfied with current pay competition elsewhere may be more enticing

**Personal – Disability**– Employee is disabled or has recently become disabled and has decided it is in their best interest to resign their position.

**Personal – Family** - Family Reasons.

**Personal – Further Studies** – resigned to take up further education course.

**Personal – Ill Health** - Employee has resigned for ill health reason**.**

**Personal – Move out of Area** – Family has decided to relocate out of area.

**Personal – not returning from Maternity/Paternity/Adoption Leave** – Following an extended period of leave decided not to return.

**Personal** – **Work Life Balance**