

# EXIT QUESTIONNAIRE



## INTRODUCTION:

When employees leave the company it is important to understand why. Information gathered from Exit Questionnaires can be used to make management decisions that will ensure employees are not leaving for unnecessary reasons and to aid recruitment and retention.

## OBJECTIVES:

The objectives of the Exit Questionnaire are: -

- To ensure that all leavers are given the opportunity to verify the reason for leaving.
- To provide information on how successful the company is in its people management practices.
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Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Provision: Round and Round the Gardens

Length of Service: \_\_\_\_\_ Date of termination: \_\_\_\_\_

Working in the provision

What first attracted you to work for the company? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was the best aspect of working at the provision? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was the worst aspect? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where are you going?

Please indicate the type of organisation you are joining:

- Another provision – term time only - private sector / mainstream \* delete where applicable
- Another provision – full daycare - private sector / mainstream \* delete where applicable
- Primary school – private sector / mainstream \* delete where applicable
- A career change, working in \_\_\_\_\_
- Not working

Location of work?

Local area  Within 10-mile radius

Elsewhere (please specify) \_\_\_\_\_

Reasons for leaving?

Please indicate your main reason(s) for leaving:

- Dissatisfaction with pay
- Dissatisfaction with conditions of employment
- Lack of promotion/career development
- Lack of training and development
- Partner moving out of area
- Other domestic reasons
- Difficulty travelling to and from work
- Flexibility of working hours
- Workload/stress
- Dissatisfaction with management style
- Flexibility of working hours
- Workload/stress
- Nature of work/job satisfaction
- Way work is organised
- End of contract
- Insufficient challenge
- Maternity
- Other (please specify) \_\_\_\_\_

What was the most important reason for your leaving? \_\_\_\_\_

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