

Exit Interview Form

Employee Name: _____

Start Date: _____

Date of Leaving: _____

Current Position: _____

Line Manager: _____

Section 1 - The Interview

1. What did you enjoy most about your job? Why?

2. What did you like least about your job? Why?

3. What could have been better about your job? Please give examples.

4. Were your duties clearly defined? For example, did you work to set objectives?

5. Did you feel / understand how your role contributed to the delivery of the Trusts aims and plans?

6. Did you receive adequate training, both on-the-job and specialised? For example, when was your last training and what did it involve?

7. Were health and safety requirements met? Please give examples.

8. How do you feel about the pay and benefits provided by the Trust.

9. How would you describe morale in at the Trust: Excellent ☐ Good ☐ Fair ☐ Poor ☐
Why?

| |
|------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. How could we improve as an Organisation? |
| 11. Have you found the experience of working for the Trust a good one? |
| 12. Why did you decide to leave? |
| 13. In particular, are there any practices or working conditions that led to your decision to leave, or at least contributed to your decision? |
| 14. Are there any other comments or issues that you would like to discuss before you leave? |
| <p>Signature: _____ (Employee) Date: _____</p> <p>Signature: _____ (Line Manager) Date: _____</p> |

The signed copy of this form needs to be passed to the Resources Manager for filing on the employees staff file

Section 2 - Issues & Actions

| |
|----------------------------------------------------------------------------------------|
| Any significant issues raised (to be recorded on summary report by Resources): |
| Any follow-up action taken / required (to be recorded on summary report by Resources): |

SUMMARY LEAVER FORM

NAME:

Job title:

Start Date:..... Leaving Date:

Exit Interview conducted by:..... Date:

Reasons given by the employee for leaving are:

- | | |
|--------------------------------|-----------------------|
| 1. Insufficient pay | 6. Domestic problems |
| 2. Poor working conditions | 7. Poor health |
| 3. Lack of job satisfaction | 8. Transport problems |
| 4. Lack of promotion prospects | 9. Personal problems |
| 5. Lack of training | 10. Other reasons |

Employer's reason for dismissal:

Redundancy Capability Misconduct Gross Misconduct

General comments by the Interviewer:

Short notes for future reference purposes regarding the employee:

| | Poor | | Satisfactory | | Good |
|------------------------|------|---|--------------|---|------|
| Ability/performance | 1 | 2 | 3 | 4 | 5 |
| Attendance/Timekeeping | 1 | 2 | 3 | 4 | 5 |
| Loyalty/Co-operation | 1 | 2 | 3 | 4 | 5 |
| Conduct | 1 | 2 | 3 | 4 | 5 |
| Initiative | 1 | 2 | 3 | 4 | 5 |
| Intelligence | 1 | 2 | 3 | 4 | 5 |

Honest? YES/NO

Would you re-employ? YES/NO

Any other comments:

.....

.....

Signature: Date:

Exit Interviews Summary Report

Period: From: _____

To: _____

| No significant issues raised | Significant issues raised (describe) | Follow-up action taken / required |
|------------------------------|--------------------------------------|-----------------------------------|
| | | |
| | | |
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Leaver's Checklist

Please return this form to Resources Manager following the departure of a member of staff and the Exit Interview. It provides a checklist to ensure that all Trust property has been returned and is accounted for, and that all procedures have been completed.

Name of Leaver:

Last Day of Service:

Forwarding Address:

Return of Trust Property and Other Matters:

| | | |
|--------------------------|----------|-----|
| Identification card/pass | Yes / No | N/A |
|--------------------------|----------|-----|

| | | |
|--------------|----------|-----|
| IT equipment | Yes / No | N/A |
|--------------|----------|-----|

| | | |
|--------------------|----------|-----|
| Books/reports etc. | Yes / No | N/A |
|--------------------|----------|-----|

| | | |
|------|----------|-----|
| Keys | Yes / No | N/A |
|------|----------|-----|

| | | |
|-------------------------------|----------|-----|
| Handover of responsibilities* | Yes / No | N/A |
|-------------------------------|----------|-----|

*e.g. project details, staff files (if line manager), Key contacts list

Other (please specify)

| | | |
|-------|----------|-----|
| _____ | Yes / No | N/A |
|-------|----------|-----|

| | | |
|-------|----------|-----|
| _____ | Yes / No | N/A |
|-------|----------|-----|

Signatures:1. Line Manager

I confirm that all personal records relevant to the above individual have been returned to Human Resources and/or are attached herewith.

Name:

Signature:

Date:

2. Leaver

I confirm that all property held by myself has been returned to The Hampton Trust.

Name:

Signature:

Date:

A copy of this form will be retained on the employees staff folder.

To be completed by Resources Manager

| | |
|------------------------------------------------|----------------|
| Leaver Checklist placed on staff file | Yes / No |
| P45 and final payslip issued | Yes / No |
| Staff file archived | Yes / No |
| Relevant paperwork sent to Pensions | Yes / No / N/A |
| Employee deleted from BACs sheet | Yes / No |
| Email address and computer logon to be deleted | Yes / No |

Signed.....

Date.....