|  |  |
| --- | --- |
| Employee Exit Survey | |
| **Guidance** | |
| Please send your completed exit survey to the HR Business Support Team by email to [HRHelpline@ed.ac.uk](mailto: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](mailto:HRHelpline@ed.ac.uk) If you require this survey in an alternative format please email [HRHelpline@ed.ac.uk](mailto: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?** | |
| 1. **Is there anything that would have made you reconsider leaving the University's employment?** | |
| **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** |  |  |  |  |  | | |
| 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?** | |

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