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| Employee Exit Survey |
| Please send your completed exit survey to the Talent and Development team by email to HRHelpline@ed.ac.uk or by post to: Business Support Team, 4th Floor, Dalhousie Land, Holyrood, Edinburgh, EH8 8AG.This survey should take no more than five minutes to complete. Your responses are anonymous and will be kept confidential.The data, collected by Human Resources, is retained for one year and analysed every six months to identify ways to improve the experience of our staff. These insights help us improve employee retention and satisfaction and are included in the "Employee Life Cycle: Key Trends Report." HR Partners will review the data and share insights with relevant School/Department teams to share good practice and highlight and address areas for improvement.For more information on data use and retention, please refer to our privacy notice: <https://www.ed.ac.uk/human-resources/privacy-information-notice> If you have any questions or need the survey in an alternative format, please contact HRHelpline@ed.ac.uk |
| **Section 1: Your reasons for leaving the University**  |
| [ ]  Better commute[ ]  Better job satisfaction[ ]  Better pay and benefits package[ ]  Better promotional opportunities[ ]  Better wellbeing support available[ ]  Better working environment[ ]  Better work-life balance[ ]  Career change[ ]  Conflict with co-worker(s)[ ]  Dissatisfied with direct manager/supervisor[ ]  Dissatisfied with senior management[ ]  End of fixed term contract or end of funding[ ]  Family circumstances[ ]  Health reasons | [ ]  I experienced discrimination, harassment or bullying[ ]  I witnessed discrimination harassment or bullying of others[ ]  Job insecurity or effects of organisational change[ ]  More opportunities to develop in my career [ ]  Next step in my career[ ]  No longer aligned with the University's values, mission and/or culture [ ]  Relocating[ ]  Retirement[ ]  Returning to full time education[ ]  Using new skills in a different role[ ]  Other |
| 1. **If you selected Other, please specify:**

       |
| 1. **If you are moving to another job, which organisation will you be joining?**

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| 1. **I would consider working for the University of Edinburgh again in the future.**

[ ]  Strongly agree[ ]  Agree[ ]  Neither agree nor disagree[ ]  Disagree[ ]  Strongly disagree |
| 1. **If so, what would motivate you to return?**

       |
| **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 leave policies (e.g., maternity, parental leave, emergency time off for dependents)** |[ ] [ ] [ ] [ ] [ ]
| **Flexible working** |[ ] [ ] [ ] [ ] [ ]
| **Wellbeing support available** |[ ] [ ] [ ] [ ] [ ]

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Strongly agree** | **Agree** | **Neither** | **Disagree** | **Strongly disagree** |
| **The role was as expected/advertised** |[ ] [ ] [ ] [ ] [ ]
| **I knew what was expected of me in my role** |[ ] [ ] [ ] [ ] [ ]
| **The role was challenging enough** |[ ] [ ] [ ] [ ] [ ]
| **My workload was manageable** |[ ] [ ] [ ] [ ] [ ]
| **I achieved a positive work-life balance** |[ ] [ ] [ ] [ ] [ ]
| **I had opportunities to use my skills and experience** |[ ] [ ] [ ] [ ] [ ]
| **I had opportunities to work on my development** |[ ] [ ] [ ] [ ] [ ]
| **I had the tools and resources to do my job effectively** |[ ] [ ] [ ] [ ] [ ]
| **I had good relationships with my colleagues** |[ ] [ ] [ ] [ ] [ ]

1. **Do you have any suggestions that will improve the post you are leaving?**

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| 1. **My line manager/supervisor:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Strongly agree** | **Agree** | **Neither** | **Disagree** | **Strongly disagree** |
| Set clear objectives for my role |[ ] [ ] [ ] [ ] [ ]
| Listen to my suggestions |[ ] [ ] [ ] [ ] [ ]
| Provide adequate support |[ ] [ ] [ ] [ ] [ ]
| Treat me fairly |[ ] [ ] [ ] [ ] [ ]
| Hold regular conversations with me |[ ] [ ] [ ] [ ] [ ]
| Conduct meaningful annual reviews with me |[ ] [ ] [ ] [ ] [ ]
| Gave regular and constructive feedback on my work |[ ] [ ] [ ] [ ] [ ]
| Supported my career development and progression |[ ] [ ] [ ] [ ] [ ]
| Recognised good performance |[ ] [ ] [ ] [ ] [ ]
| Explained organisational changes and how they would impact my work |[ ] [ ] [ ] [ ] [ ]
| Acted as a role model in line with the University's values |[ ] [ ] [ ] [ ] [ ]

 |
| 1. **Please rate the following**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good**  | **Poor** | **Terrible** |
| Your annual review(s) |[ ] [ ] [ ] [ ]
| **Training related to your role** |[ ] [ ] [ ] [ ]
| Tools, resources and opportunities available to you to learn new skills and knowledge |[ ] [ ] [ ] [ ]
| Tools, resources and opportunities available to develop in your career |[ ] [ ] [ ] [ ]
| Your 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 (1 being unclear/not established, 10 being very clear/well-established), how clear and established did you find the University's values?**

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

 |
| 1. **On a scale from 1 to 10, 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** |
| Are you a manager? | [ ]  No, I do not manage anyone[ ]  Yes, I manage 1 to 5 people [ ]  Yes, I manage 6 or more people |
| 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 | [ ]  Female[ ]  Male[ ]  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[ ]  Prefer not to say |

|  |  |
| --- | --- |
| Ethnicity | [ ]  Arab[ ]  Asian - Any other Asian background[ ]  Bangladeshi[ ]  Black African[ ]  Black Caribbean[ ]  Black British[ ]  Chinese[ ]  Indian[ ]  Mixed or Multiple ethnic groups - White and Asian [ ]  Mixed or Multiple ethnic groups - White and Black African[ ]  Mixed or Multiple ethnic groups - White and Black Caribbean[ ]  Mixed - Any other Mixed or Multiple ethnic background [ ]  Not known[ ]  Other - Any other ethnic background[ ]  Pakistani[ ]  Prefer not to say[ ]  White - English, Welsh, Northern Irish or British [ ]  White - Gypsy or Traveller[ ]  White - Irish[ ]  White - Roma[ ]  White - Polish[ ]  White - Scottish[ ]  White - Any other white background |
| Religion or belief | [ ]  Atheist[ ]  Buddhist[ ]  Christian[ ]  Hindu[ ]  Jewish[ ]  Muslim[ ]  No religion[ ]  Other[ ]  Prefer not to say[ ]  Sikh[ ]  Spiritual |
| Sexuality | [ ]  Asexual[ ]  Bi/Bisexual[ ]  Gay[ ]  Lesbian[ ]  Not sure[ ]  Other[ ]  Pansexual[ ]  Prefer not to say[ ]  Queer[ ]  Straight/Heterosexual |
| Do you consider yourself to be transgender?  | [ ]  Yes[ ]  No[ ]  Prefer not to say |
| Do you consider yourself to be disabled? | [ ]  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 to continue the conversation, 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 [X (Twitter)](https://twitter.com/edinburghuni)If you would like to give feedback on this survey, please contact HRHelpline@ed.ac.uk  |