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| University of Edinburgh Logo Navy and White  Exit Interview Form | |
| **Guidance** | |
| If you are completing an Exit Interview, please refer to the [Exit Interview](https://human-resources.ed.ac.uk/policies-guidance/leaving-university/exit-interview) webpage.  The completed form should be safely and confidentially stored in accordance with the University’s [Data Protection](https://data-protection.ed.ac.uk/) and [Records Management](https://data-protection.ed.ac.uk/records-management) guidance.  The person conducting the meeting is accountable for ensuring any agreed actions are implemented and regularly reviewed. The person conducting the meeting will let the employee know that the information disclosed will be retained for one year.  You should share a copy of the Exit Interview form with the employee for their own records and agree if any actions need to be communicated to colleagues and who will do this.  If you require this form in an alternative format please contact the HR Helpline by email at [HRHelpline@ed.ac.uk](mailto:HRHelpline@ed.ac.uk). | |
| **The following checklist can help you to identify, agree and implement actions:** | |
| **Checklist:** | **Completed (Y/N):** |
| Planning before the meeting | |
| Check the Leaver Journey to see if employee has completed the Exit Survey task. If not encourage them to do so. |  |
| Familiarise yourself with the relevant policies or guidance. Supporting guidance on meaningful conversations is available on the [Conversations Hub - Home](https://uoe.sharepoint.com/sites/ConversationsHub) |  |
| After the Exit Interview meeting | |
| Reflect on exit interview feedback and any actions agreed. |  |
| Complete all the sections of the Exit interview form. |  |
| Identify if any actions need to be passed to other teams/ escalated to other individuals or teams e.g. Estates, H&S, HR, Senior Colleague |  |
| Set a date to complete any agreed actions |  |
| Share the completed Exit Interview form with the employee |  |
| Safely and confidentially store the document (as noted above) |  |

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| **Section 1: Employee’s details**  **Please complete all sections below.** | |
| Name: |  |
| Assignment Number: |  |
| College/ Professional Service Group: |  |
| School/Department: |  |
| Current Job Title: |  |

**The individual may be keen to discuss something specific with you, so you should initially allow them the opportunity to discuss any matters they wish to raise. See the table below for a list of suggested questions to prompt the conversation. Please note these questions are similar to the questions asked in the Exit Survey.**

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| **Headings** | **Suggested Questions** | **Response** |
| Reason for leaving | What are your main reasons for leaving? Is there anything that would have made you reconsider leaving? |  |
| Role | Do you have any suggestions as to how the job you are leaving could be improved? Did you feel that you had a manageable workload? |  |
| Relationships with line manager/supervisor and colleagues | How would you describe your working relationship with your line manager and colleagues? |  |
| Pay and benefits | Do you feel that your pay and benefits (e.g. pension, annual leave entitlement) were fair for your role? |  |
| Communication | How did you feel about the level and quality of communication within your team/department/school? |  |
| Learning and development | Do you feel that you received adequate learning/coaching to perform your role? Do you feel that you had access to appropriate development? |  |
| Work-life balance | Do you have any suggestions as to how work-life balance could be improved? |  |
| Opportunity to discuss any other issues | Are there any other comments or issues you would like to share about your experience of working here? |  |
| Comments and discussion from conversation |  | |

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| **Section 2: Agreed Actions (if required)** | | |
| **Agreed Actions** | | **Date to be completed (dd/mm/yyyy)** |
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| **Section 3: Communications and changes** | | |
| The Exit Interview form will be kept securely and confidentially by the person conducting the interview. The employee must be made aware if the detail of the Exit Interview form needs to be shared with colleagues, whose role is to provide advice on and/or implement the agreed actions. If you require support, please speak to your HR Partner.  If you are sharing information with colleagues, please tick to confirm that the employee has been made aware. | | |
| **Section 4: Conclusion and review** | | |
| The actions included in this form should be reviewed to ensure the agreed actions have been completed. The Exit Interview form will be retained for one year in line with the Privacy Notice. | | |
| **Current date (dd/mm/yyyy):** |  | |
| **Review date (dd/mm/yyyy):** |  | |
| **Any additional comments:** |  | |