

# **Overview**

This questionnaire should be completed by employees leaving employment with Falkirk Council (with the exception of casual workers). You can also request a full exit interview which can be carried out by your line manager or another person within the service; please contact your line manager for more details.

# **Why your views matter**

The information gained from completion of this questionnaire, and from exit interviews, allows Falkirk Council to identify trends and to determine reasons for turnover.  This in turn lets the Council identify areas for review and highlight training and development needs, so that we can work towards a sustained positive experience for current and future employees.

The contents of the exit questionnaire/interview will remain confidential.  Information provided will be used for statistical analysis only and will not affect any reference provided by Falkirk Council.

**For further information on how the information you provide will be used, please read our**[**privacy notice**](http://www.falkirk.gov.uk/privacy/council-democracy/citizen-space.aspx)**.**

**Section One: Details**

|  |  |
| --- | --- |
| Employee number |  |
| Name |  |
| Job Title |  |
| Weekly Working Hours |  |
| Grade |  |
| Location |  |
| Service |  |
| Permanent or Temporary |  |
| Date of leaving |  |
| Length of time in current post |  |

Did you mostly work from:

Please select only one item

* An office
* A depot
* A care home
* A school/ELC Centre
* Home
* A mix of home and office
* Service users homes
* Outdoors

Length of Service:

Please select only one item

* Up to 1 year
* Up to 2 years
* Between 2 and 5 years
* Between 5 and 10 years
* Between 10 and 15 years
* Between 15 and 20 years
* Between 20 and 25 years
* Between 25 and 30 years
* Between 30 and 35 years
* Between 35 and 40 years
* More than 40 years

**Section Two: Reason for Leaving**

Please select the main reason for leaving Falkirk Council. If you have more than one reason, please list them in order of importance in the text box below.

Reason for Leaving:

Please select only one item

* Career advancement
* Childcare/caring responsibilities
* Domestic
* Early retiral
* End of temporary contract
* Further education
* Ill health
* Job not what expected
* Pay/Benefits
* Pregnancy
* Relocation
* Retirement
* Travel
* Voluntary Severance
* Other
* Any other reason: State here

**Section Three: Your opinion of Falkirk Council**

Please rate the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Strongly Disagree | Disagree | Agree | Strongly Agree |
| I was able to access the right learning and development opportunities when I needed to |  |  |  |  |
| I was treated fairly and with respect by the people I worked with |  |  |  |  |
| I had the tools/resources I needed to do my job effectively |  |  |  |  |
| I had an acceptable workload |  |  |  |  |
| I felt valued for the work I did |  |  |  |  |
| I think the Council respects individual differences (e.g. cultures, working styles, backgrounds, ideas, etc) |  |  |  |  |
| I was proud to tell others I worked for Falkirk Council |  |  |  |  |
| I would recommend Falkirk Council as a good place to work |  |  |  |  |

If appropriate, list up to 3 things that would have improved your morale and motivation at work:

1.
2.

Please rate the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Poor | Satisfactory | Good | Excellent |
| Holidays |  |  |  |  |
| HR policies and procedures |  |  |  |  |
| Overall terms and conditions |  |  |  |  |
| Pay |  |  |  |  |
| Pension scheme |  |  |  |  |
| Working environment/location |  |  |  |  |
| Your job |  |  |  |  |

Internal communications:

Please rate the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Poor | Satisfactory | Good | Excellent |
| Council wide |  |  |  |  |
| Within your service |  |  |  |  |
| Within your department or team |  |  |  |  |

Would you apply for another vacancy within the Council in the future?

* Yes
* No
* Unsure

**Section Four: To be completed by temporary workers only**

Would you have stayed with the Council if you had been offered a permanent post?

* Yes
* No

**Section Five: Any other comments**

If you have any other information about leaving the Council that you have not already shared in this questionnaire, please provide this below:

**Section Six: Outstanding issues**

As an employee of Falkirk Council you are able to raise a grievance at any time in relation to a Condition of Service or the way you have been treated. If there are any outstanding concerns you have, you should raise these with your line manager or Service HR Business Partner before leaving employment with Falkirk Council.

**Section Seven: Declaration**

I agree that the contents of this form are an accurate reflection of my reasons for leaving Falkirk Council.

Employee signature………………............................................................. Date……………………..