

Exit Questionnaire

Name:

Employee No:

Post Name:

Service Area/School:

1 - What are your 3 main reasons for leaving? (mark 1 to 3, 1 most important, 3 least important)

- | | | |
|----|--|-----|
| a) | Unsatisfactory pay/benefits | [] |
| b) | Unhappy with duties | [] |
| c) | Overworked | [] |
| d) | Management style/attitude | [] |
| e) | Lack of promotion opportunities | [] |
| f) | Lack of training and development opportunities | [] |
| g) | Change of career | [] |
| h) | Early Retirement/Retirement | [] |
| i) | Health Reasons | [] |
| j) | Hours of work did not suit my life style | [] |
| k) | Family/domestic reasons | [] |
| l) | Leaving the area | [] |
| m) | Entering further Education | [] |
| n) | Harassment/discrimination on the grounds of: | |
| | Disability | [] |
| | Sex | [] |
| | Bullying | [] |

- | | | |
|----|---|-----|
| | Other | [] |
| o) | Career development opportunity outside the Council/School | [] |
| p) | Other | |
-

Please Tick One:

The Job

2 - My job description was accurate:

| | | | | |
|--------------------|-----------|----------------------------|--------------|-----------------------|
| Strongly agree [] | Agree [] | neither agree/disagree [] | disagree [] | strongly disagree [] |
|--------------------|-----------|----------------------------|--------------|-----------------------|

3 - I knew what was expected of me:

| | | | | |
|--------------------|-----------|----------------------------|--------------|-----------------------|
| Strongly agree [] | Agree [] | neither agree/disagree [] | disagree [] | strongly disagree [] |
|--------------------|-----------|----------------------------|--------------|-----------------------|

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4 - I received adequate support to do my job:

| | | | | |
|--------------------|-----------|----------------------------|--------------|-----------------------|
| Strongly agree [] | Agree [] | neither agree/disagree [] | disagree [] | strongly disagree [] |
|--------------------|-----------|----------------------------|--------------|-----------------------|

5 - I could see how my role contributed to the delivery of citizen service/school curriculum:

| | | | | |
|--------------------|-----------|----------------------------|--------------|-----------------------|
| Strongly agree [] | Agree [] | neither agree/disagree [] | disagree [] | strongly disagree [] |
|--------------------|-----------|----------------------------|--------------|-----------------------|

The environment

6 - My working environment (light, space, heating) was adequate:

| | | | | |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|
| Strongly agree [] | Agree [] | neither agree/disagree [] | disagree [] | strongly disagree [] |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|

7 - I had the right equipment to do my job (PPE, access to computers, printers, etc):

| | | | | |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|
| Strongly agree [] | Agree [] | neither agree/disagree [] | disagree [] | strongly disagree [] |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|

Line Management

8 - My manager gave me clear instructions:

| | | | | |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|
| Strongly agree [] | Agree [] | neither agree/disagree [] | disagree [] | strongly disagree [] |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|

9 - My manager gave me regular feedback about my performance:

| | | | | |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|
| Strongly agree [] | Agree [] | neither agree/disagree [] | disagree [] | strongly disagree [] |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|

The Council/School

10 - I was kept informed of developments within the Council/School:

| | | | | |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|
| Strongly agree [] | Agree [] | neither agree/disagree [] | disagree [] | strongly disagree [] |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|

11 - I am aware of the Council's/School's vision:

| | | | | |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|
| Strongly agree [] | Agree [] | neither agree/disagree [] | disagree [] | strongly disagree [] |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|

12 - I would recommend Cardiff Council /School as an employer:

| | | | | |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|
| Strongly agree [] | Agree [] | neither agree/disagree [] | disagree [] | strongly disagree [] |
|-----------------------|--------------|----------------------------------|-----------------|-----------------------------|

13 - Any comments / suggestions you would like to make:

This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg” .