

EXIT INTERVIEW QUESTIONNAIRE

Please complete and return to Human Resources prior to your date of leaving or as soon as possible afterwards. This will allow us to identify whether any improvements/adjustments can be made for the future.

The information will be used for monitoring purposes. However, we may wish to contact you to discuss certain aspects of the questionnaire.

Please tick if you do not wish to be contacted.

Have you been offered the opportunity of an exit interview with your line manager? **YES** **NO**

Some information about you

Name Department

Post Full-time Part-time Permanent Temporary

Male Female Age: Under 25 25-34 35-44 45-54 55-64 Over 64

Ethnic Origin:

White

Scottish
Other British
Irish
Any other

**Black, Black Scottish
Or Black British**

Caribbean
African
Any other

Mixed

(Any mixed Background)

Please Specify

Please Specify

Please Specify

**Asian, Asian Scottish
Or Asian British**

Indian
Pakistani
Bangladeshi
Chinese
Any other

Other Ethnic Background

Please Specify

Please Specify

Do you consider yourself to have a disability? **Yes** **No**

Date of Leaving

Length of Service with the University

Length of time in current post

Current Salary

Reasons for Leaving: (Please tick all that apply)

Alternative Employment:	Higher Salary	<input type="checkbox"/>	Promotion	<input type="checkbox"/>
	Better Benefits	<input type="checkbox"/>	More interesting Job	<input type="checkbox"/>
	Greater Prospects	<input type="checkbox"/>	Other	
Retirement:	Early	<input type="checkbox"/>	Ill Health	<input type="checkbox"/>
	Normal	<input type="checkbox"/>		
Other	Moving from the area	<input type="checkbox"/>	Retraining	<input type="checkbox"/>
	Family commitments	<input type="checkbox"/>	Other	<input type="checkbox"/>

Further Questions:

Do you consider that you received the appropriate induction and training to do your job? **Yes** **No**
If not where did the induction and training received fall below your expectations?

Were you happy with the level of support received from your line manager? **Yes** **No**
If not in what way did it not meet your expectations?

What areas of your work environment were you happy/not happy with?

Did you ever suffer any form of discrimination, harassment or bullying **Yes** **No**
What form did this take? Did you tell anyone and were you satisfied with their response?

Was the job what you expected? **Yes** **No**
If the job differed from the original description, in what ways?
Would you suggest any changes/improvements ?

If an opportunity arose would you consider returning to work at Heriot-Watt **Yes** **No**

Do you have any other comments about your experience of working at Heriot-Watt?

Thank you for providing this information. Please return the completed questionnaire to Human Resources, Heriot-Watt University