# Exit Questionnaire

Queen Mary values its employees and recognises the importance of understanding why employees leave the University.

Gathering information about employees' reasons for leaving can provide the University with invaluable data about its employment practices, management style and any treatment perceived by employees as being unsatisfactory or unfair. The University may use the information gathered in this exit questionnaire to identify reasons for employee turnover and improvements the organisation can make for the future workforce; this may include in relation to Charter marks such as Athena SWAN.

The University treats personal data collected from the exit questionnaire in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the University's privacy notice for staff.

This exit *questionnaire* is a useful tool for collecting information at an organisational level in an efficient and accessible way. This does not, however, replace the exit *interview* and we do still encourage managers to informally meet with staff so that they may gather local feedback to inform local decision-making. We also encourage staff to have open and honest discussions with their line manager or an alternate before they leave.

As the questionnaire is for general feedback and reported on periodically for statistical purposes only, unfortunately we are not able to provide individual feedback or responses. Where you would like a response, please do raise these with your line manager or your HR Adviser or HR Partner in the Human Resources Department.

This questionnaire should take no longer than 10 minutes to complete.  Thank you for taking the time to complete the questionnaire.

| About You | |
|---|---|
| Please complete the questions below: | |

| | Question | Answer |
|---|---|---|
| | Your Name (optional) | |
| | Leaving Date | |
| | Gender | Male<br>Female<br>Transgender<br>Other<br>Prefer not to say |

| | | |
|---|---|---|
| | Grade | 1<br>2<br>3<br>4<br>5<br>6<br>7<br>Above 7 | |
| | Staff Category | Academic, Education and Research (non-clinical)<br>Academic, Education and Research (clinical)<br>Research<br>Academic, Teaching and Scholarship (non-clinical)<br>Academic, Teaching and Scholarship (clinical)<br>Professional<br>Operational<br>Technical | |
| | School/Institute/Department | | |
| | Age Range | 16-19<br>20-24<br>25-29<br>30-34<br>35-39<br>40-44<br>45-49<br>50-54<br>55-59<br>60-64<br>65 or over<br>Prefer not to say | |
| | Length of Service at Queen Mary | Less than 6 months<br>6 months to 1 year<br>1-2 years<br>2-5 years<br>5-10 years<br>10-15 years<br>15-20 years<br>20-25 years<br>25-30 years<br>Over 30 years | |
| | Ethnicity | Asian or Asian British - Bangladeshi<br>Asian or Asian British - Indian<br>Asian or Asian British - Pakistani | |

| | |
|---|---|
| | Asian or Asian British - Other Asian backgrounds |
| | Mixed - White and Asian |
| | Mixed - White and Black African |
| | Mixed - White and Black Caribbean |
| | Mixed - Other Mixed backgrounds |
| | Black or Black British - African |
| | Black or Black British - Caribbean |
| | Black or Black British - Other Black backgrounds |
| | White - British |
| | White – Irish |
| | White - Other White backgrounds |
| | White - Gypsy/Traveller |
| | Chinese |
| | Other ethnic background |
| | Prefer not to say |

| Section One | Your Reasons for Leaving Queen Mary University |
|---|---|

Please select by ticking the box beside the main reason for leaving:

| | Option | |
|---|---|---|
| | Career Development | |
| | Change of Career | |
| | Opportunity for promotion | |
| | Return to Education or Training | |
| | Improved pay or benefits | |
| | Lack of flexible working opportunities | |
| | Dissatisfaction with job (content/duties/workload) | |
| | Dissatisfaction with manager | |
| | Dissatisfaction with colleagues | |
| | Bullying | |
| | Discrimination & Harassment | |
| | Personal circumstances | |
| | Relocation | |
| | Retirement | |
| | End of Fixed Term Contract | |
| | Other (please comment) : | |

Please provide any further information about your reason for leaving Queen Mary

Are there any benefits offered to you by your new employer (if applicable) which Queen Mary does not offer?

| Section Two | Your Feedback about working at Queen Mary |
|---|---|

**Wellbeing and Working Relationships**
1. I had reasonable control over the work demands made on me
   Agree/Disagree
2. I was able to strike the right balance between my work and home life
   Agree/Disagree
3. Colleagues generally treated each other with respect at Queen Mary
   Agree/Disagree
4. I experience bullying and/or harassment whilst working at Queen Mary
   Agree/Disagree

**Leadership & Management**
1. Communication between senior management and staff is effective
   Agree/Disagree
2. Queen Mary Senior Executive Team (SET) lead the university well
   Agree/Disagree
3. I was satisfied with the support I received from my immediate line manager
   Agree/Disagree
4. My manager was supportive of flexible working
   Agree/Disagree

**Training & Development**
1. I had the opportunity for an appraisal or probationary meeting within the last 12 months
   Agree/Disagree

2. My last appraisal/probationary meeting provided me with useful work goals and personal development objectives
   Agree/Disagree
3. I received appropriate training to do my job well
   Agree/Disagree

**Equality, Diversity and Inclusion**
1. Queen Mary values equality, diversity and inclusion
   Agree/Disagree
2. If I reported an incident of discrimination or harassment, I was confident that it would have been taken seriously
   Agree/Disagree
3. Queen Mary is making progress towards creating a more inclusive approach
   Agree/Disagree

Any other general comments about working at Queen Mary:

|  |
|  |

| Section Three | Advocating Queen Mary |
| --- | --- |

1. I would recommend Queen Mary as a good place to work
   Agree/Disagree

2. I would recommend Queen Mary as a good place to study
   Agree/Disagree

Thank you for completing our Exit Questionnaire.