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**Employee Leaver Survey**

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| **Name** |  | **Academy/Department** |  |

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| **Email Address** |  | **Staff Number** |  |

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| **Date Employment Commenced** |  | **Date of Leaving** |  |

**1. What factors have contributed to your decision to leave the Trust?**

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| a. | Going to another job |  |  | f. | Not satisfied with working conditions/environment |  |
| b. | Retirement |  | g. | Not satisfied with remuneration |  |
| c. | Personal reasons |  | h. | Not satisfied with development opportunities |  |
| d. | Limited career prospects |  | i. | Other (please specify below) |  |
| e. | Not satisfied with job content |  |  | | |

1. **What could have been done to prevent the situation developing/provide a basis for you to stay with the Trust?**
2. **If leaving for another job, what makes the new post more attractive than your current role?**
3. **Do you feel your current salary is comparable to other similar roles?**

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| **Definitely** |  |  | **Probably** |  |  | **Probably Not** |  |  | **Definitely Not** |  |  | **Don’t Know** |  |

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| **5. In evaluating your current job, how would you rate the following:** | |  | **Very**  **Good** | **Good** | **Requires Improvement** |
| a. | Challenge of the job |  |  |  |  |
| b. | Your contribution is appreciated |  |  |  |
| c. | Volume of work allocated to you |  |  |  |
| d. | Opportunities to learn new skills and develop knowledge |  |  |  |
| e. | Provided with tools, equipment, information to do the job well |  |  |  |
| f. | Your relationships with others |  |  |  |
| g. | Opportunities to contribute your ideas |  |  |  |
| h. | Opportunity to make decisions about how to do your job |  |  |  |

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|  |  |  | **Yes** | **No** |
| **6.** | Do you have a clear understanding of your role and what was expected of you? |  |  |
| **7.** | Have you experienced pressure and stress beyond the level you believe to be acceptable? |  |  |
| **8.** | Do you think you were treated differently due to your gender, race, disability or sexual orientation? |  |  |

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| **9. How would you rate your line manager/supervisor against the following:** | |  | **Very**  **Good** | **Good** | **Requires Improvement** |
| a. | Providing direction and guidance |  |  |  |  |
| b. | Availability when you had questions or difficulties |  |  |  |
| c. | Asking for ideas and suggestions |  |  |  |
| d. | Discussing your performance with you |  |  |  |
| e. | Including you as a full team member |  |  |  |
| f. | Concern about you as an individual |  |  |  |
| g. | Seeking ways to help you develop you in your role |  |  |  |
| h. | Provide training to prepare for changes or updates |  |  |  |
| i. | Listens and responds |  |  |  |
| j. | Treating you fairly in relation to your colleagues |  |  |  |
| k. | Ensuring you were provided with appropriate Personal Protective  Equipment |  |  |  |

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| **10. In your opinion how good are communications:** | | | **Very**  **Good** | **Good** | **Requires Improvement** |
| a. | Across your own department |  |  |  |  |
| b. | Between the department and SLT |  |  |  |
| c. | Throughout the Trust |  |  |  |

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| **11. How do you feel about the:** | | |
| a. | Your department? |  |
| b. | The Trust? |  |

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| **12.** | **In your time with Reach South Academy Trust, what has been?** | |
| a. | Good/Enjoyable/Satisfying |  |
| b. | Frustrating/Difficult/Upsetting |  |
| **13. What could you have done more of, or better, had you had the opportunity?** | | |
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| **14. What extra responsibility would you have welcomed that you were not given?** |
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| **15. How could the Trust have enabled you to make fuller use of your capabilities and potential?** |
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| **16. What training would you have liked or needed that you did not get, and what effect did this have?** |
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| **17. What improvements do you think can be made to customer service and relations?** |
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| **18. How would you describe the culture or 'feel' of your department and the Trust?** | |
| Your department |  |
| Trust |  |

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| **19. Did the reality differ from your expectations of the role and in what way?** |
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| **20. What would you say about how you were motivated?** |
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| **21. What examples of waste (material or effort), in terms of reports, meetings, bureaucracy would you indicate?** |
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| **22. How could we have enabled you to have made better use of your time?** |
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| **23. Would you consider working for the Trust again?** |
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**Leavers Checklist**

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| **Description** | | **Action** | **Completed** | | **Date** |
| 1. | *Laptop* | *Return to Line manager* | **Yes** | **No** |  |
| 2. |  |  | **Yes** | **No** |  |
| 3. |  |  | **Yes** | **No** |  |
| 4. |  |  | **Yes** | **No** |  |
| 6. |  |  | **Yes** | **No** |  |
| 7. |  |  | **Yes** | **No** |  |