**R&S - APPENDIX 2**

**EXIT INTERVIEW FORM**

DEPARTMENT:

GRADE:

LENGTH OF SERVICE:

1. What is your reason for leaving?

2. Have there been any particular factors that have contributed to your decision?

3. What kind of work will you be moving to?

4. Who will you be working for?

5. Please rate the following?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Poor | Fair | Good  | Very Good | N/A |
| a) | Accuracy of job description |  |  |  |  |  |
| b) | Quality of supervision |  |  |  |  |  |
| c) | Working relations with colleagues |  |  |  |  |  |
| d) | Workload |  |  |  |  |  |
| e) | Physical environment |  |  |  |  |  |
| f) | Health & safety provisions |  |  |  |  |  |
| g) | Adequacy of training |  |  |  |  |  |
| h) | Training & development opportunities |  |  |  |  |  |
| i) | Career progression opportunities |  |  |  |  |  |
| j) | Pay |  |  |  |  |  |
| k) | Other benefits |  |  |  |  |  |
| l) | Facilities |  |  |  |  |  |
| m) | Morale of staff |  |  |  |  |  |
| n) | HR practices of NHS Fife (eg Family Friendly policies) |  |  |  |  |  |

Where either a poor or N/A (not applicable) has been indicated please give the reason below. If you require more room please use an additional sheet of paper.

6. What did you like best about your job? Why?

7. What did you like least about your job? Why?

8. Have you any suggestions for improvements that could enhance your job?

9. What could the organisation have done differently to make you stay?

10. Any other comments?