We are constantly looking at ways of improving our service, both to our patients and our employees. We would be grateful if you could take time to complete this questionnaire with your employee. All information will be treated in the strictest confidence and will be used to monitor turnover and allow us to improve staff satisfaction.

There is also an exit questionnaire online which we would suggest you encourage employees to complete as well. Click [here](https://link.webropolsurveys.com/S/179BCD59D4DEDF57) to follow the link.

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| --- | --- |
|  | **NHS GREATER GLASGOW AND CLYDE**  **Exit Interview** |
| **Employee Name:** |  |
| **Job Title:** |  |
| **Department and Directorate/Sector/Partnership:** |  |
| **Leaving date:** |  |

|  |  |
| --- | --- |
| **Reasons for Leaving (tick appropriate box(es))** | |
| Moving to a promoted post outwith NHS Greater Glasgow and Clyde? |  |
| Moving to another post outwith NHS Greater Glasgow and Clyde |  |
| Moving to a post elsewhere in NHS Scotland? |  |
| Post outside the Board with more suitable hours? |  |
| Are you leaving because of ill-health? |  |
| Are you leaving due to early retiral\voluntary Severance? |  |
| Are you leaving due to concerns at work? |  |
| Are you leaving due to retirement? |  |
| Have you resigned and have no other post to go to? |  |
| If yes, or if none of the above apply, please detail reasons for resignation |  |

|  |  |
| --- | --- |
| **Questions to aid discussion** | |
| Please give details if any other factors have influenced your decision to leave?  Could anything have been done better to help the situation? |  |
| If you are leaving for another role elsewhere, what attracted you to your new role? |  |
| How well have you been able to transfer your knowledge and experience to others before you leave?  Please detail if anything would have helped you to do this better? |  |
| How satisfied were you with your role?  What would you change to improve it? |  |
| Did you get the support necessary for you to be effective in your role?  Please detail any additional support or resources that would have enabled you to be more effective? |  |
| Did your routine performance/development reviews with your line manager help you in your role?  Please add details if this could have been improved? |  |
| Were you adequately supported in your training and development? |  |
| Were fully effective health and safety procedures in place at your work, including adequate patient safety procedures if applicable?  Please detail any improvements needed. |  |
| Were there fully effective procedures to continually improve quality of care or service delivery in your workplace?  Please detail any improvements needed? |  |
| Would you describe the work environment you are leaving as one where dignity and respect is shown between colleagues?  If no, what could be done to improve this? |  |
| Would you describe the environment you are leaving as one where diversity is positively recognised and valued?  If no, what could be done to improve this? |  |
| Were procedures for communications and information sharing effective in your workplace?  Please detail any improvements needed. |  |
| Overall how would you describe your time working with NHS Greater Glasgow & Clyde? |  |
| Do you have any further suggestions about this could have been improved? |  |
| If you are leaving for another role, would you consider working again for NHS Greater Glasgow & Clyde if the situation were right? |  |
| Is there anything else not covered in any of the questions above that you'd like to add? |  |

**Thank you for your time**

*Note to Manager: Please file in personnel file*