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 □ Black, Black Scottish □ Mixed □
Or Black British □
Scottish □ Caribbean □
Other British □ African □
Irish □ Any other □
Any other □
Please Specify ................. Please Specify ................. Please Specify .................

Asian, Asian Scottish □ Other Ethnic Background □
Or Asian British □
Indian □
Pakistani □
Bangladeshi □
Chinese □
Any other □
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 .................................................................

P.T.O
Reasons for Leaving: (Please tick all that apply)

Alternative Employment:
- Higher Salary
- Better Benefits
- Greater Prospects
- Promotion
- More interesting Job
- Other ……………………

Retirement:
- Early
- Normal
- Ill Health
- Other

Other
- Moving from the area
- Retraining
- Family commitments
- Other

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.