**\*Employee Name:**

**\*Assignment Number:**

**\*Directorate:** **Team:**

**\*Effective Date:**

Can the information given in this form be shared with Senior Managers within the Trust? Yes  No

Last Day of Work **(DD/MM/YY)**:

Reason(s) for Leaving:

Destination on Leaving:

**The information entered into this section will be recorded in the Trusts’ Electronic Staff Records System, linked directly to your assignment. This data may be measured periodically, but personal identifiable information will not form part of this measure.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please complete this section by choosing the option that matches your opinion of the question posed. | | | | | | | | | | | | |
| I have been able to voice my opinions and influence change in my area of work | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| I have always been involved in decisions that affect me in my area of work | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| My Line Manager has always welcomed ideas that I have put forward | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| People can speak their minds about how things are done in the Organisation | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| Communication is good and I knew what was happening in the Organisation | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| Adequate facilities and flexibility exists to fit work around my family life | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| The Organisation has encouraged me to learn and develop | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| I have regularly discussed my objectives and performance with my line manager | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| I have encountered no violence or aggression in the course of my work | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| My duties were clearly defined | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| I received sufficient training in order to do my job | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| I felt that my work load was appropriate for my grade | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| I felt that the quantity of work was manageable | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| The morale in the department was always good | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| My supervisor/Line Manager was a good leader and role model | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| I would consider returning to employment with the Trust | Strongly  Agree |  | Agree |  | Neither Agree nor Disagree |  | Disagree |  | Strongly Disagree |  | No Response Received |  |
| If you have any other comments to make, please use this section. |  | | | | | | | | | | | |

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| **Exit Interview:** | | | | |
| Were you offered an exit interview by your manager? | Yes: |  | No: |  |
| Did you accept this offer? | Yes: |  | No: |  |

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| --- | --- | --- | --- |
| **HR USE ONLY** | | | |
| Actioned By: |  | Signature: |  |
| Date Actioned in ESR: |  | Date No Action Required: |  |