**Appendix B – Exit Interview Template**

**Exit Interview**

**Sheffield Health & Social Care NHS Foundation Trust**

Exit interviews give the Trust valuable intelligence around both positive and negative experiences of working for the Trust. It is also a good way to obtain information on what is important to our staff. This enables the organisation to build on what we do well and also supports areas where we need to make improvements, this in turn contributes to retention of our staff which ultimately supports patient care.

**Managers information**

Every staff member who leaves employment with the Trust should be offered the opportunity of an exit interview. Please ensure that staff are offered this opportunity and given an option of completing this form with someone. This may be:

* Yourself as the manager
* Another manager outside of the department
* A HR representative
* A member of the Executive Directors Group
* The Trust Freedom to Speak Up Guardian

If staff would like this to be someone other than their manager please contact your local HR Team to confirm the staff members name and telephone number so that we can make arrangements for this to take place.

Staff may wish to complete this on their own without a manager and submit this directly to HR.

Once completed this form should be returned to a named HR Adviser via post or email **(please do not send it to the generic HR e-mail inbox)**. Further details of how to do this are on the bottom of the form. Staff may send this in directly should they wish to or the manager completing this with them.

**Confidentiality**

The first section of this form is a monitoring form, this is an optional section however completion of this allows the Trust to analyse results in consideration of equality, diversity and inclusion. This information will not be shared in a format which allows the identification of any individual.

Information contained within the exit interview form will be held on a database by the local HR Team and used to identify trends which will be reported on locally within the Division.

Individual comments will not be shared outside of HR without prior permission from the staff member however themes will be shared with the senior management team on a regular basis to inform future action plans for the division.

**Monitoring Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Question** | **Answer** | **Tick** |
| 1 | Which area/locality do you work in? | Crisis & Emergency Care |  |
| Scheduled & Planned Care |  |
| 2 | What is your age? | 18-24 |  |
| 25-34 |  |
| 35-44 |  |
| 45-54 |  |
| 55-64 |  |
| 65-74 |  |
| 75 or over |  |
| 3 | What is your sexual orientation? | Heterosexual |  |
| Homosexual |  |
| Bisexual |  |
| Other |  |
| Prefer not to say |  |
| 4 | Are you? | Male |  |
| Female |  |
| Prefer not to say |  |
| 5 | What is your ethnic origin? | White - British |  |
| White – Irish |  |
| Any other white background |  |
| Mixed White and Black Caribbean |  |
| Mixed White and Black African |  |
| Mixed White and Asian |  |
| Any other mixed background |  |
| Asian or Asian British – Indian |  |
| Asian or Asian British – Pakistani |  |
| Asian or Asian British – Bangladeshi |  |
| Any other Asian background |  |
| Black or Black British – Caribbean |  |
| Black or Black British – African |  |
| Any other Black background |  |
| Chinese |  |
| Any other ethnic group |  |
| Prefer not to say |  |
| 6. | Do you consider yourself to have a disability? | Yes |  |
| No |  |
| 7. | What is your length of service with  Sheffield Health & Social Care NHS Foundation Trust? | Less than 1 year |  |
| 1-2 years |  |
| 3-4 years |  |
| 5-6 years |  |
| 7-8 years |  |
| 9-10 years |  |
| 10 years + |  |
| 8. | What profession best describes your job role at Sheffield Health & Social Care NHS Foundation Trust? | Administrative service |  |
| Allied Health Professional |  |
| Apprentice |  |
| Director |  |
| Management |  |
| Medical staff |  |
| Nursing |  |
| Support Service |  |
| Volunteer |  |

**Exit Interview**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Question** | **Answer** | **Tick** |
| 7a | What was the main reason for leaving your job role? | Difficult work environment |  |
| Found a new job |  |
| Going back to school |  |
| Illness |  |
| Job insecurity |  |
| Lack of interest / boredom |  |
| Lack of career prospects |  |
| Pay |  |
| Poor communication |  |
| Poor management |  |
| Relocation |  |
| Retirement |  |
| Schedule and hours |  |
| Unpleasant co-workers |  |
| Other (please expand below) |  |
| 7b | Please state your reasons above in more detail: | *Type here* | |
| 8a | Could anything have been done to prevent you from leaving? | Yes |  |
| No |  |
| 8b | Please state your reasons above in more detail: | *Type here* | |

|  |  |  |  |
| --- | --- | --- | --- |
| 9a | If you could change anything about your job or the organisation, what would you change? | Better work hours / flexi time |  |
| Being able to voice opinions/ideas and influence change in area of work |  |
| Being involved in decisions that affected me in my area of work |  |
| More support from line manager |  |
| More support from colleagues |  |
| Better resources to do the role |  |
| Clearer job roles and expectations |  |
| Better communication and engagement from senior management on change |  |
| More development opportunities and discussions around objectives and performance |  |
| More manageable workload |  |
| Better team morale |  |
| Other |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9b | Please state your reasons above in more detail: | *Type here* | | |
| 10a. | Would you consider returning to employment within the Trust? | Yes |  | |
| No |  | |
| 10b | Please state your reasons above in more detail: | *Type here* | | |
| 11 | Have you returned all Trust property such as:  Medical equipment, Prescription, pads, ID badge, Swipe cards, Uniform, Mobile phone, Laptop | Yes | |  |
| No\* *if no arrangements must be made with line manager to return all Trust property* | |  |
| 12a | Would you like to speak with a member of HR or another manager regarding your experience? | Yes | |  |
| No | |  |
| 12b | If yes to the above, please provide preferred method of contact and details: | *Type here* | | |
| Completion date: | |  | | |
| Signed (Manager) | |  | | |
| Signed (Staff member) | |  | | |

Thank you for your feedback.

Managers, please ensure that this completed form is sent with a confidential stamp on to a named HR Adviser at Fulwood House.

Or scanned in and sent via email to a named HR Adviser.

Alternatively, staff may submit it to a named HR Adviser directly should they wish to do so.