**University of Leeds Exit Questionnaire**

***You can complete this exit questionnaire online at*** <https://leeds.onlinesurveys.ac.uk/leavers>

***Please return your completed paper exit questionnaire to:***

*Rachael Garrard, Specialist Support, Human Resources, 11.11 EC Stoner Building, University of Leeds, LS2 9JT*

Dear colleague

Understanding why people leave will help us improve our employment practices. We want you to tell us about your experiences of working for the University, both positive to help us promote good practice as well as anything negative. This will help us identify trends and make improvements.

The information you give us will be used for monitoring and evaluation only, it won’t affect your references or your chances of working here again. You can also complete the questionnaire after you’ve left the University - your feedback is important to us.

You can complete the questionnaire anonymously but if you want to talk about anything raised, you can contact a member of your Faculty/Service HR Team. Their contact details are at <http://hr.leeds.ac.uk/contact> .

Please see our Staff Privacy Notice

(<http://www.leeds.ac.uk/secretariat/documents/staff_privacy_notice.pdf>) which explains how the University collects and uses staff personal data and what your rights are in relation to this.

The questionnaire should take about 10 minutes.

Thank you.

Linda Mortimer Pine

Deputy Director of Human Resources

Section 1: Job Details

1. **Your Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (optional)
2. **Your Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (optional)
3. **Which faculty / service do you work in?** (Select one)

If you work in a school or institute within a faculty, please select the faculty. If you don’t work in a faculty (or a school within a faculty), please choose either Corporate Services/Central Administration or Facilities Directorate.

* Faculty of Arts, Humanities and Cultures
* Faculty of Biological Sciences
* Faculty of Business
* Faculty of Engineering and Physical Sciences
* Faculty of Environment
* Faculty of Medicine and Health
* Faculty of Social Sciences
* Professional Services / Central Administration
* Facilities Directorate (includes Estate Services, Campus Support, Residential and Commercial Services (RCS), Cleaning Services and the Sports Centre (The Edge)).
1. **Which school / institute / service** **do you work in?**

If you work in an institute within a school, please state the institute.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What category of staff are you?** (Select one)
* Clerical
* Technical
* Operational support (for example cleaning staff, shelving assistants, security staff; porters, car parking staff, handygang)
* Professional and managerial / academic related admin
* Academic
* Research
* Clinical
1. **What type of contract do you have?** (Select one)
* Open ended
* Open ended fixed funded
* Fixed term
1. **What is your length of service in your current post** (Select one)
* Less than 6 months
* 6 months – 1 year
* Over 1 year – 5 years
* Over 5 years – 10 years
* More than 10 years
1. **What is your length of service with the University** (Select one)
* Less than 6 months
* 6 months – 1 year
* Over 1 year – 5 years
* Over 5 years – 10 years
* More than 10 years

**Section 2: Reasons for Leaving**

1. **Please tick as appropriate to indicate your reason(s) for leaving. Where more than one reason, please rank 1st, 2nd, 3rd etc. (where 1 is your main/strongest reason for leaving).**

**If you are leaving because of the end of a fixed term contract, please select 'end of fixed term contract', and move to question 11.**

**Career**

* End of fixed term contract
* Retirement
* Career change
* Return to education
* Salary
* Lack of career prospects and promotion opportunities
* Offered another job / presented with a better opportunity

**Workplace**

* Workload
* Physical working environment
* Expectations of the role weren’t met
* Lack of job security
* Lack of development/training

**Relationships**

* Difficult working relationship with manager / colleague(s)
* Dissatisfaction with management style
* Issues of harassment / bullying

**Personal**

* Caring responsibilities
* No longer need / want to work
* Family commitments / lack of family friendly arrangements
* Relocation
* Commute
* **Other** (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **What, if anything, would have encouraged you to stay at the University?**

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1. **Where will you be working after you leave?** (Select one)
* Another universityin the UK
* Another university overseas
* Other education institution (e.g. a school or further education college)
* NHS/general medical or dental practice in UK
* Health service overseas
* Other public sector
* Private industry commerce
* Self employed
* Third sector
* Not seeking further employment / no further employment yet
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **If you are starting another job, what attracted you to your new role?**

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1. **If you are leaving to work at another university in the UK please tell us which one**

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**Section 3: About Your Job**

**Training and Development**

**13. Throughout your employment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Neither agree or disagree | Disagree | Strongly Disagree |
| You were able to access appropriate training and development opportunities |  |  |  |  |  |
| You were provided with regular feedback about your performance |  |  |  |  |  |
| You were involved in decisions which affected your work |  |  |  |  |  |
| Clear work objectives were set |  |  |  |  |  |

**14. Did you have annual staff reviews?**

□ Yes

□ No

□ Not Applicable

**a) If yes, did you find the staff review process useful?**

□ Yes

□ No

□ Partly

If no (not useful), please explain

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**Leadership**

**15. Throughout your employment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Neither agree or disagree | Disagree | Strongly Disagree |
| Your manager / leader provided fair and equal treatment  |  |  |  |  |  |
| Your manager / leader provided appropriate support and guidance to your professional development and personal circumstances |  |  |  |  |  |
| You felt valued by your manager / leader for your work / contribution |  |  |  |  |  |

**Communication**

**16. How would you rate the following?:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Very Good | Good | Fair | Poor  | Variable |
| Communication of information within the University |  |  |  |  |  |
| Communication of information within your school / institute / service |  |  |  |  |  |
| How the University listens to views of staff |  |  |  |  |  |
| How your school / institute / service listens to the views of staff |  |  |  |  |  |
| How your school / institute / service promotes fair employment and equality practices |  |  |  |  |  |
| Your understanding of how your work supported the objectives of your school / institute / service |  |  |  |  |  |

**Section 4: General**

1. **What attracted you to employment at Leeds University?**

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## Would you recommend your school / institute / service as an employer?

* Yes
* No
* Partly
1. **Would you recommend the University of Leeds as an employer?**
* Yes
* No
* Partly
1. **Would you consider future employment within your current school / institute / service?**
* Yes
* No
* Partly
1. **Would you consider future employment within a different school / institute / service of the University?**
* Yes
* No
* Partly
1. **How would you rate your overall experience at the University?**
* Very Good
* Good
* Fair
* Poor
* Variable
1. **Do you have any further comments, either positive or negative, you want to share about your experiences working here?**

**Section 5: Equal opportunities monitoring**

At the University, we want to make sure all of our employment practices promote equality and inclusion.

We will use the data from exit questionnaires to see if any groups of staff are more or less likely to enjoy working here, or face difficulties or disadvantages. We can only do this if we know a little bit about you so we need to ask some questions about your personal qualities.

We know that what we are asking may be sensitive so we have used wording in line with best practice guidelines. There is a "prefer not to answer" option for most questions but it would really help us understand staff experiences if you complete as much as possible. Data will be kept secure and confidential in line with University data protection guidelines. It will only be reported at aggregated levels, ensuring the anonymity of individual disclosure.

To find out more about our equality and inclusion policies and how we use equality monitoring data, please visit:
<http://www.equality.leeds.ac.uk/for-staff/good-practice-guidance/data-monitoring-why-is-it-important/>

1. **What is your ethnic background?**
* Arab
* Asian or Asian British - Bangladeshi
* Asian or Asian British - Indian
* Asian or Asian British - Pakistani
* Asian or Asian British - other background
* Black or Black British - African
* Black or Black British - Caribbean
* Black or Black British - other background
* Chinese
* Mixed - white and black Caribbean
* Mixed - white and black African
* Mixed - white and Asian
* Other mixed background
* Traveller – Irish traveller
* Traveller – Gypsy or traveller
* White - British
* White - Irish
* White - other background
* Other ethnic background
* I prefer not to answer this question
1. **What is your religion?**
* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Sikh
* Any other religion (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* None
* I prefer not to answer this question
1. **What is your date of birth? (DD/MM/YYYY):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I prefer not to answer this question
1. **What is your gender?**
* Male
* Female
1. **Is your gender identity the same as the gender you were assigned at birth?**
* Yes
* No
* I prefer not to answer this question
1. The current legal definition of a disabled person is someone with a physical, sensory or mental impairment that has a substantial and long term effect on their ability to carry out normal day to day activities.

**Do you consider yourself to be disabled in line with this definition?**
* Yes
* No
* I prefer not to answer this question

If you consider yourself to be disabled, please state the type of impairment that applies to you. **People may experience more than one type of impairment in which case you may indicate more than one.** If none of these categories apply, please mark "Other".

* Blind or have serious visual impairment
* Deaf or have serious hearing impairment
* General learning difficulty such as Down’s Syndrome
* Specific learning disability such as Dyslexia or Dyspraxia
* Long standing illness or health condition such as cancer / HIV
* Mental health condition such as depression or schizophrenia
* Physical impairment or mobility difficulty such as difficulty using your arms, or using a wheelchair or crutches
* Social/communication impairment such as Asperger’s Syndrome or other Autistic Spectrum Conditions
* Other
* I prefer not to answer this question
1. **What is your sexual orientation?**
* Bisexual
* Gay man
* Gay woman/Lesbian
* Heterosexual
* I prefer not to answer this question
1. **Do you have caring responsibilities for one or more children or for anyone else (e.g. a family member)?**
* Yes
* No
* I prefer not to answer

**If yes, please select all that apply:**

* Yes, I have caring responsibilities for one or more children
* Yes, I have caring responsibilities for one or more disabled children
* Yes, I have caring responsibilities for somebody else

If you chose “prefer not to answer” for any of these questions or if you have any comments, it would be helpful if you could explain here.

**Thank you for completing the University of Leeds Exit Questionnaire.**