

**BROXTOWE BOROUGH COUNCIL  
PRIVATE AND CONFIDENTIAL**

**LEAVER'S QUESTIONNAIRE REQUEST**

**Dear Colleague**

We understand that you are leaving the Council. Please find attached a Leaver's Interview Questionnaire that we would like you to complete. The purpose of this questionnaire is to enable the Council to gain a better understanding of the reasons why people leave the organisation and to identify any improvements in employment practice that could be made.

There are three options for the completion of this questionnaire. You may:

- Complete it with your manager as part of a leaver's interview.
- Choose to complete it with the assistance of a member of Human Resources
- Complete it on your own, without the need for an interview

However you decide to complete it, we would appreciate it if you could be as frank as possible with your answers to the questions. Please note that your comments will not influence future references or re-employment with the Council.

Whichever option you choose, please return the completed questionnaire to the Human Resources Division at the Town Hall.

The information you provide will be kept confidential. General information will be recorded onto a database and used only to produce regular monitoring information to help the Council develop its employment practices. This general information will be shared with Chief Officers.

If you have any queries regarding this form in the meantime, please speak to your manager or contact the Human Resources Division on extension 3345.

**Human Resources Division**

# LEAVER'S QUESTIONNAIRE

## 1. Personal Details

If you choose to complete this questionnaire on your own it would be helpful if you would provide your details below. All responses will be treated as confidential and not attributed to you personally.

Employee's Name:		Job title:	
Directorate:		Leaving Date:	

\*Please delete as appropriate

## 2. Reasons for Leaving

2.1 Please indicate your main reason for leaving

Resignation	*Yes / No	Ill health retirement	*Yes / No
Normal (age) retirement	*Yes / No	End of temporary contract	*Yes / No
Premature (early) retirement	*Yes / No	Did not return from maternity leave	*Yes / No
Other reason please specify:			

2.2 If your main reason for leaving was resignation please choose the option which best describes your reasons for leaving:

Higher salary	*Yes / No	Improved terms and conditions	*Yes / No
Relocating	*Yes / No	Improved promotion prospects	*Yes / No
Improved working hours	*Yes / No	Poor working relationships	*Yes / No
Change of career	*Yes / No	Return to education	*Yes / No
Personal/domestic reason	*Yes / No	Travelling difficulties	*Yes / No
Other reason please specify:			

It would be helpful if you could explain the main reason for leaving indicated above and any other reasons that influenced your decision to leave Broxtowe.

## 3. Alternative Employment

If you have gained alternative employment it would be helpful if you would answer the following questions. If not, please go to question 4

3.1 What is your new job?	
3.2 Who will be your new employer?	
3.3 How does your new job differ from your existing one?	
3.4 How do the pay and benefits differ from those of your current job?	

## 4. Broxtowe Borough Council

4.1 Do you think the authority has a good reputation as an employer?	
4.2 Would you recommend the authority as an employer? If no, please state why.	
4.3 Do you feel that Broxtowe Borough Council implements its employment policies fairly and equitably? If not, please state why.	

## Questions 5- 15

For the following questions, where relevant please yes or no, or circle your responses to the following from very poor to excellent on a scale of 1 to 5:

- 1 very poor
- 2 poor
- 3 satisfactory
- 4 good
- 5 excellent
- N/A not applicable

In addition there is the opportunity to comment on each area. You may continue your comments on a separate sheet if necessary.

### 5. Induction

if you commenced employment at Broxtowe in the last 2 years, please complete question 5 otherwise go to question 6

How effective do you feel your induction programme was:

a) at a local level	1	2	3	4	5
b) at a central level? e.g. First day induction	1	2	3	4	5
c) and corporate induction programme facilitated by Human Resources	1	2	3	4	5
d) Please explain your answer including any improvements you feel could be introduced:					

### 6. Corporate Vision and Objectives

a) Were you aware of Broxtowe's Corporate Vision and Objectives?						*Yes / No
b) How well do you feel Broxtowe communicated these to employees?	1	2	3	4	5	

### 7. Communication at Work

a) How do you rate the quality and effectiveness of communication across the whole organisation?	1	2	3	4	5	
In your view how effective were communications:						
a) within your department?	1	2	3	4	5	
b) between your department and others?	1	2	3	4	5	
c) I can confirm that I received information from the monthly Chief Management Briefing Sessions:						*Yes / No
d) Do you have any suggestions for improving communications:						

### 8. Overall Training and Development

Did you have a Personal Development Review (PDR) with your line manager?

a) In the last 12 months?						*Yes / No
b) In the last 24 months?						*Yes / No
c) How would you rate the overall training & development you received?	1	2	3	4	5	

d) Was the training you received sufficient to do your job? What was your opinion of the training you received? How could we improve this? Were your studies and qualifications made good use of?

**9. Career Progression**

a) Did you have any expectations about career progression whilst at Broxtowe? \*Yes / No

b) If **yes** how did you rate your career progression, promotional opportunities etc?

1	2	3	4	5
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c) How might these career prospects have been improved?

**10. Supervision / Management**

a) Please rate the quality of supervision/management you received

1	2	3	4	5
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b) How might these career prospects have been improved?

**11. Working Relationships**

a) How effective were your working relationships?

1	2	3	4	5
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b) Did you feel you were able to build up good working relationships? What other comments do you have about working relationships?

**12. Resources and Working Environment**

a) How well equipped were you in terms of resources and equipment in order to carry out your job?

1	2	3	4	5
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b) How was your working environment?

1	2	3	4	5
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c) Do you feel you had the right resources to carry out your job effectively? Do you have any other comments re resources and working environment?

**13. Job Satisfaction**

a) How did you rate your job satisfaction?

1	2	3	4	5
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b) What areas of your job did you find satisfying/not satisfying? Were you provided with goals and targets to achieve?

**14. Feeling Valued**

a) Did you feel valued?	*Yes / No
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b) How valued did you feel by:
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The organisation?	1	2	3	4	5
Your department / directorate?	1	2	3	4	5
Your manager?	1	2	3	4	5
Your supervisor? (If appropriate)	1	2	3	4	5

**15. Other Feedback**

Do you have any other feedback about working at Broxtowe? Any further comments you wish to make?

Signed (optional)	
Date	

**Thank you. Your feedback is valuable.**

**Please return this form marked:**

**PRIVATE AND CONFIDENTIAL**

**to**

**Head of Human Resources  
Human Resources Division  
Chief Executive's Department**