**Appendix 1**

**Exit Questionnaire**

**Personal Details**

1. How long have you worked for the Trust? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_
2. Which Directorate/Department/Service did you work in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_
3. Which Section? (if appropriate?)

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

4. What is your current grade? (not job title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_

5. How long were you on this grade?

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

1. What was your grade when you commenced work at the Trust? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_
2. During your employment with the Trust, have you worked in any areas other than the one you are currently in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_ \_\_\_ \_\_\_\_
3. Have you ever been employed by any other NHS organisation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_
4. What is your total NHS service? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Please tick the appropriate box to indicate your category of employment:

Ancillary/ Maintenance □ Nursing □

Administration/Clerical □ Management □

Medical & Dental □ Pharmacist □

Scientist/AHP/PTB/ □ Other □

MLSO/Technician □ If Other please state

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

**Reasons for Leaving**

**Part 1**

What is the MAIN reason behind your decision to leave the Trust? (Please tick the appropriate box)

Rotation/Fixed term Contract □ Ill Health □

Promotion/Internal Transfer □ Retirement □

Career Change □ Maternity □

Relocation of Home □ Further Education □

Dissatisfaction □ Personal circumstances □

Dismissal □ Redundancy □

Voluntary Redundancy □

**Part 2**

This section of the questionnaire consists of a number of statements. Each statement is accompanied by a scale which indicates how much influence these reasons had on your decision to leave.

(This may not be relevant to those on rotation/fixed term contracts.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A | B | C | | D | | | |
| Very influential | Influential | Slightly influential | | Not influential at all | | | |
| **Reason** | | | **A** | | **B** | **C** | **D** |
| Poor working environment / conditions | | |  | |  |  |  |
| Poor pay | | |  | |  |  |  |
| Equal Opportunities – poor / unfair | | |  | |  |  |  |
| Poor career opportunities | | |  | |  |  |  |
| Dissatisfaction with job | | |  | |  |  |  |
| Excessive workload | | |  | |  |  |  |
| Being bored | | |  | |  |  |  |
| No flexibility / inconvenient working hours | | |  | |  |  |  |
| Harassment / Bullying from patients | | |  | |  |  |  |
| Harassment / Bullying from staff | | |  | |  |  |  |
| Violence / Aggression from patients | | |  | |  |  |  |
| Violence / Aggression from staff | | |  | |  |  |  |
| Poor working relationships with colleagues | | |  | |  |  |  |
| Poor working relationships with managers | | |  | |  |  |  |
| Frustration with working practices | | |  | |  |  |  |
| Lack of opportunity to make / influence changes | | |  | |  |  |  |
| Too much “red tape” | | |  | |  |  |  |
| Little scope to use initiative | | |  | |  |  |  |
| Work not challenging enough | | |  | |  |  |  |
| Feeling undervalued | | |  | |  |  |  |
| Excessive stress | | |  | |  |  |  |
| Insufficient staffing levels | | |  | |  |  |  |
| Lack of recognition for experience gained outside of the NHS | | |  | |  |  |  |
| Profession not respected | | |  | |  |  |  |
| Lack of training / development opportunities | | |  | |  |  |  |
| No career structure | | |  | |  |  |  |
| Lack of suitable residential accommodation in the area | | |  | |  |  |  |
| Transport difficulties – cost | | |  | |  |  |  |
| Transport difficulties – time or accessibility | | |  | |  |  |  |
| Poor / lack of carer leave | | |  | |  |  |  |
| Inaccessibility of childcare facilities | | |  | |  |  |  |
| Cost of childcare facilities | | |  | |  |  |  |
| Holiday entitlement | | |  | |  |  |  |
| Low staff morale | | |  | |  |  |  |
| Fear of job security | | |  | |  |  |  |
| Job description didn’t match the reality of the role | | |  | |  |  |  |
| Poor communication within the Trust | | |  | |  |  |  |
| Poor communication within department / team | | |  | |  |  |  |
| Change in working practices | | |  | |  |  |  |
| Forced change to job role / location | | |  | |  |  |  |
| Lack of flexibility to accommodate disability / ill health | | |  | |  |  |  |
| Lack of equity in department | | |  | |  |  |  |
| Health and Safety concerns | | |  | |  |  |  |
| Other (Please state briefly): | | | | | | | |

**Part 3**

**Future Status**

Upon leaving the Trust, what are your immediate plans?

Further NHS employment □ Employment in public sector □

Employment in private sector □ Self Employment □

Not in paid employment □ Retirement □

Further Education □ Other □

If other please state

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

If you are leaving to go to another job, what was it that attracted you to your new position?

Better salary □ Better terms & conditions / benefits □

Greater promotion prospects□ More flexible working hours □

Less travel □ Organisation’s reputation □

The job role □ Other □

If Other please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Royal Liverpool and Broadgreen University Hospitals NHS Trust aims to be a Model Employer. In your experience, how well did we meet that aim?

Very well □ Well □

Fair □ Poor □

**Retention**

In order of priority, please give 3 reasons that would have kept you working for the Trust.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_ \_\_\_

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

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

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Given the opportunity, would you return to work for the Royal Liverpool and Broadgreen University Hospitals NHS Trust?

Yes □

No □

Any other comments you would like to make?

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

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

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

## Exit Interview

Would you like to make an appointment to meet with an HR representative on a strictly confidential basis to discuss the reasons for you leaving this employment?

Yes □ No □

If yes, please give your name and telephone number, so that you can be contacted:

Name: \_\_\_ Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_

**MONITORING INFORMATION**

This section of the form will be detached and will be used for monitoring purposes only. RLBUHT recognises and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| \* Date of Birth |  | | | | | | |
| \* Gender | 🞎 Male 🞎 Female 🞎I do not wish to disclose this | | | | | | |
| \* I would describe my ethnic origin as: | | | | | | | | |
| **Asian or Asian British**  🞎 Bangladeshi  🞎 Indian  🞎 Pakistani  🞎 Any other Asian background  **Black or Black British**  🞎 African  🞎 Caribbean  🞎 Any other Black background | | **Mixed**  🞎 White & Asian  🞎 White & Black African  🞎 White & Black Caribbean  🞎 Any other mixed background  **White**  🞎 British  🞎 Irish  🞎 Any other White background | | | | **Other Ethnic Group**  🞎 Chinese  🞎 Any other ethnic group  🞎 I do not wish to disclose this | | |
| \* Please select the option which best describes your sexuality | | | | | | | | |
| 🞎 Lesbian  🞎 Gay  🞎 Bisexual | | | 🞎 Heterosexual  🞎 I do not wish to disclose this | | | | | |
| \* Please indicate your religion or belief | | | | | | | | |
| 🞎 Atheism  🞎 Buddhism  🞎 Christianity  🞎 Islam | | | 🞎 Jainism  🞎 Sikhism  🞎 Other | | | | 🞎 Judaism  🞎 Hinduism  🞎 I do not wish to disclose this | |
| \* Do you consider yourself to have a disability? | | | | 🞎 Yes 🞎 I do not wish to disclose this information  🞎 No | | | | | |
| Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark ‘other’. | | | | | | | | | |
| 🞎 Physical Impairment 🞎 Learning Disability/Difficulty  🞎 Sensory Impairment 🞎 Long-standing illness  🞎 Mental Health Condition 🞎 Other | | | | | | | | | |
| \* Have you any unspent criminal convictions or bindovers, or any cautions, warnings or reprimands? | | | | | 🞎 Yes 🞎 No | | | | |
| If yes, please give details | | | | | | | | | |