**-** **EMPLOYEE EXIT INTERVIEW**

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| Date: |  | Payroll Number: |  |
| Name: |  | Joining date: |  |
| Job Title: |  | Leaving date: |  |
| Team/Dept: |  | Maternity Returner? | Y/N |
| Researcher \* | Y/N | Line Manager: |  |
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| 1. Why did you choose to look for a new job? (If applicable) If not, go to question 4.   If the leaver has recently returned from Maternity Leave, establish whether there were any work-related issues around child-care. | | | |
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| 1. What attracted you to your new post? | | | |
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| 1. Is there anything that would have encouraged you to stay? | | | |
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| 1. Could you advise us who will be your next Employer? Especially relevant for Researchers | | | |
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| 1. As an employer, what does the RVC do well? | | | |
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| 1. What could the RVC improve upon? | | | |
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| 1. Would you recommend RVC as an employer to friends and family? If yes, why? If no, why not? | | | |
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| 1. Did the HR induction and handbook provide you with sufficient information about working life at the university?   This only applies to Leavers who have been employed at RVC for less than 5 years. | | | |
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| 1. Did your departmental induction help you to make a positive transition into your new role? | | | |
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| 1. Did the university’s Staff Training & Development Programme meet your developmental needs? | | | |
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| 1. Were you given adequate time off and support to take up training and development opportunities? | | | |
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| 1. (Researchers only) How would you describe career development for researchers at the RVC? \* | | | |
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| 1. (Researchers only) Was the Researcher Development Framework discussed with you at appraisal? \* | | | |
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| 1. (Researchers only) Are you happy to be named as part of Alumni (to be contacted to guide current researchers)? 🞎   If so, please provide email contact ………………………………………………………………………………………………………… | | | |
| 1. Have you used the EAP (Care First) service? If yes, did you find the service: Excellent, Satisfactory or Poor? Please provide feedback. | | | |
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| 1. Have you used the Occupational Health service? If yes, did you find the service: Excellent, Satisfactory or Poor? Please provide feedback. | | | |
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| 1. In an inclusive environment you feel you belong, you feel respected and valued, and you feel accepted for who you are. To what extent did you experience the RVC as inclusive? Fully/Partially/Not at all. Please comment to explain your answer. | | | |
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| 1. Remind the Leaver of the confidentiality clause in their contract of employment. | | | |
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| 1. Have you completed a leavers form? If not, please ask to complete one | | | |
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| 1. Are there any other comments that you’d like to make? | | | |
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| 1. Eclipse Magazine = For long serving and academic staff ONLY | | | |
| Would you like to continue to receive the Eclipse Magazine and be part of Alumni after leaving the RVC? Yes 🞎 No 🞎  If yes, please confirm the address that you would like us to send this to and HR to provide Vicki Laing with details to add to database. | | | |
| 1. Would you be happy for us to feedback your comments to your Line Manager? Yes 🞎 No 🞎 | | | |
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| 1. (Researchers Only) Would you be happy for this feedback to be shared with the Research Concordat Working Group so that it can inform their decision making on how to improve the research environment?   Yes 🞎 No 🞎 | | | |

Signed …………………………………………… Employee Date ……………………………………………….