**Chemistry Department Leaver Questionnaire** 

**You are invited to participate in our leaver questionnaire.
Your survey responses will be strictly confidential but if you prefer not to highlight individuals, you do not need to answer the line manager questions. Data from this survey will be used to ensure we are continually monitoring and improving Departmental processes for the future.**

**Please complete and return to Zoë Fleming either by email (****zf5@le.ac.uk****) or hard copy format.**

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| **Name:**  |
| **Job Title/Grade:** |
| **Full/part time:**  |
| **Male/ Female:**  |
| **Length of time at Leicester University:** |
| **Leaving date:**  |

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| **1.Reason for leaving: (please tick all that apply)** |
| End of contract |  |
| Better pay |  |
| Better work benefits e.g. holiday, pension |  |
| Career development |  |
| Greater prospects |  |
| Promotion |  |
| Workload related |  |
| Greater flexibility |  |
| Retirement (early or normal) |  |
| Ill health |  |
| Moving from area |  |
| Family commitments |  |
| Retraining |  |
| Other (please describe) |  |

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| **2. Did dissatisfaction with any of the following influence your decision to leave?** | **YES** | **NO** |
| Job expectation |  |  |
| Working conditions  |  |  |
| Pay |  |  |
| Supervisor/line manager |  |  |
| Location |  |  |
| Cost of living |  |  |
| Commute/parking |  |  |
| University processes |  |  |
| Work colleagues |  |  |
| Training opportunities |  |  |
| Career progression |  |  |
| Short term nature of contract |  |  |

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| **3. During your time with us please express your views on the following:** |
|  | **N/A** | **1****poor** | **2** | **3****average** | **4** | **5****excellent** |
| General induction  |  |  |  |  |  |  |
| Health & Safety induction |  |  |  |  |  |  |
| Fairness of workload |  |  |  |  |  |  |
| Salary |  |  |  |  |  |  |
| Working conditions |  |  |  |  |  |  |
| Department facilities/equipment provided |  |  |  |  |  |  |
| Training opportunities |  |  |  |  |  |  |
| Co-workers |  |  |  |  |  |  |
| Supervisor/line manager |  |  |  |  |  |  |
| Probation |  |  |  |  |  |  |
| Redundancy consultation process |  |  |  |  |  |  |
| Appraisal  |  |  |  |  |  |  |
| Career development |  |  |  |  |  |  |
| Employee morale |  |  |  |  |  |  |
| Recognition for success |  |  |  |  |  |  |
| Renewal of contracts |  |  |  |  |  |  |
| Support of work life balance |  |  |  |  |  |  |
| Communication  | Supervisor |  |  |  |  |  |  |
| Department |  |  |  |  |  |  |
| University |  |  |  |  |  |  |
| Administrative processes  | Department |  |  |  |  |  |  |
| University |  |  |  |  |  |  |
| Provision of adjustment for disability |  |  |  |  |  |  |
| Maternity/paternity leave |  |  |  |  |  |  |
| Parking/ cycle storage facilities |  |  |  |  |  |  |
| Sports facilities |  |  |  |  |  |  |
| Departmental purchasing processes |  |  |  |  |  |  |
| Other facilities eg Prayer room, breast feeding areas |  |  |  |  |  |  |

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| **4. What type of job are you moving onto? Academic/industrial/teaching/ other? If you have not found a job yet, what type of job are you looking for?** |
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| **5. Were there other departments/ areas across the university with which you experienced difficulties eg HR, Research Office, Finance, IT?** |
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| **6. Are they any areas in which we have done well?** |
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**This section is optional**

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| **7. Working relationship with supervisor/line manager (please tick)** |
|  | **1****never** | **2****seldom** | **3****often** | **4****usually** | **5****always** |
| Were expectations for the post clearly communicated |  |  |  |  |  |
| Were you treated fairly and respectfully |  |  |  |  |  |
| Was your supervisor culturally aware |  |  |  |  |  |
| Were you adequately trained |  |  |  |  |  |
| Was there leadership provision |  |  |  |  |  |
| Was teamwork and cooperation encouraged |  |  |  |  |  |
| Were concerns listened to |  |  |  |  |  |
| Were concerns resolved promptly |  |  |  |  |  |
| Were suggestions for work direction encouraged |  |  |  |  |  |
| Any other comments: |

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| **8. Please feel free to make any additional comments, positive or negative:** |

Thank you for taking the time to complete this survey.