

**LEAVER INTERVIEW – GUIDANCE FOR MANAGERS**

* 1. When somebody leaves St George’s, University of London, be that through resignation, contract expiry or retirement, it is good practice for their line manager to meet with them to obtain feedback on why they are leaving and their impressions of St George’s, University of London.
  2. The following lists some suggested questions to aid the discussion with somebody who is leaving.
  3. It is recommended that notes are kept and a summary is provided to HR, subject to agreement from the individual on what they are willing to share.

|  |
| --- |
| Name of leaver: |
| Date: |
| 1. Destination – what are you leaving to do?   Type of post:  Sector: |
| 1. Reason for taking the new position, if applicable |
| 1. Pay and conditions in the new post – were these a factor in leaving? |
| 1. Anything that SGUL could have done differently to retain you? |
| 1. Impression of SGUL on departure   Overall:    Relations with line manager:    Relations with colleagues: |
| 1. Would you consider returning to SGUL to work in future…? |
| 1. Are you continuing to work at SGUL, eg in an honorary capacity? |
| 1. Any other comments |

* 1. Exit Survey - If they have not completed the online exit survey, please encourage them to do so (<https://stgeorges.onlinesurveys.ac.uk/exit-survey>). Alternatively, please ask the individual to complete the questions below and return to HR (HRhelp@sgul.ac.uk).

**EXIT SURVEY**

Please note that the St George’s, University of London [Staff Privacy Notice](https://www.sgul.ac.uk/about/governance/policies/staff-privacy-notice) is available on the website and sets out how this data will be used.

Please note, no questions are mandatory and can be left blank.

|  |  |
| --- | --- |
| **Your Details** | |
| 1. First name |  |
| 1. Surname |  |
| 1. Payroll number (if known)   Answer should be no more than 7 characters long |  |
| 1. Salary scale (tick as appropriate) | * Agenda for Change * Clinical Academic * Professorial & Senior Admin * SGUL 8 * SGUL 7 * SGUL 6 * SGUL 5 * SGUL 4 * SGUL 3 * SGUL 2 * SGUL 1 |
| 1. Institute/Department (tick as appropriate) | * Education Strategy & Development Office * Infection and Immunity Research Institute * Institute of Medical and Biomedical Education * Molecular & Clinical Sciences Research Institute * Population Health Research Institute * Research Institutes and Core Facilities - Administrative & Technical Support * Education Operations * Estates & Facilities * External Relations Communications & Marketing * Finance * Governance Legal & Assurance Services * Human Resources * Information Services * Joint Research & Enterprise Services * Registry * Student Union |
| 1. Job Title |  |
| 1. Date of Leaving |  |
| 1. Date of joining |  |
| 1. Please provide a personal email, should we need to contact you in future |  |
| 1. Reason for leaving | * Career path change * End of fixed-term appointment * Management/leadership * Organisational culture and values * Pay/remuneration * Personal circumstances * Professional development * Promotion * Retirement * Unsuitable role * Work environment * Work/life balance * Other |
| If you selected “other”, please specify |  |
| 1. Could SGUL have done anything differently to prevent you from leaving? |  |
| 1. Have you secured a position in a new organisation? | * Yes * No |
| 1. Are you doing a different role to what you were doing at St George's? | * Yes * No |
| 1. How do the pay/benefits compare? | * Much better * Better * Same * Worse * Much worse |

|  |  |
| --- | --- |
| **Your view of St George’s**  Please rate how much you agree with the following statements. | |
| 1. I was kept well informed about what the University was planning and doing. | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I felt I could speak up and challenge how things were done in the organisation. | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I believe St George's values ambition and expects accountability. | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I believe I was valued for what I could offer the organisation. | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I think St George's respects individual differences (e.g. cultures, working styles, background, perspectives). | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I believe St George's values equality, diversity and inclusion. | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I received regular and constructive feedback on my performance. | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. My line manager motivated and inspired me to  be more effective in my job. | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I had fair access to training and development. | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I felt I received support from the organisation to progress my career | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I believe there is a clear vision for the future of the organisation | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I believe leaders at St George's lead by example | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I was proud to work for St George's | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I would recommend St George's as a great place to work | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. I felt a strong sense of belonging to St George's | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. Working at St George's made me want to do the best work I could | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. Any other comments about your time working at St George's. | * Strongly agree * Agree * Neither agree nor disagree * Disagree * Strongly disagree |
| 1. Would you like to speak to somebody from HR about your time working at St George's?   If yes, please provide your name and personal email at the start of the survey. | * Yes * No |

|  |  |
| --- | --- |
| **Diversity Information** | |
| 1. Gender Identifier   Is your gender identity the same as the gender you were assigned at birth? | * Male * Female * Other |
| 1. Ethnic Origin | * Arab * Asian or Asian British – Bangladeshi * Asian or Asian British – Indian * Asian or Asian British – Pakistani * Black or Black British – African * Black or Black British – Caribbean * Chinese * Gypsy or Irish Traveller * Irish * Mixed – White and Asian * Mixed – White and Black African * Mixed – White and Black Caribbean * Other Asian background * Other Black/African/Caribbean background * Other Mixed/Multiple Ethnic background * Other White background * White – English/Welsh/Scottish/Northern Irish/British * Any other ethnic group * Prefer not to say |
| 1. Disability | * A mental health condition * A physical impairment or mobility issues * A social/communication impairment * A specific learning difficulty * Blind or a serious visual impairment uncorrected by glasses * Deaf or serious hearing impairment * General learning disability * No known disability * Two or more impairments and/or disabling medical conditions * Prefer not to say |
| 1. Marital Status | * Civil Partner * Civil Widow(er) * Dissolved * Divorced * Married * Separated * Single * Widowed * Prefer Not to Say |
| 1. Sexual Orientation | * Bisexual * Gay man * Gay woman/Lesbian * Heterosexual * Other * Prefer not to say |
| 1. Religion or Belief | * Buddhist * Christian * Hindu * Jewish * Muslim * No religion/belief * Sikh * Spiritual * Any other religion or Belief * Prefer not to say |