



Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

Staff Exit Interview Questionnaire



We are sorry you are leaving the Health Board and wish you well for the future. The Workforce & OD Department is monitoring the reasons why our staff leave their posts in order to identify and address any areas of concern and ways to improve. We would be grateful if you would take the time to complete this form with your Line Manager. If you would prefer to have the interview conducted by a member of Workforce & OD team please contact: Rob Blake, Senior Organisational Development Manager at robert.blake2@wales.nhs.uk

Employee Name (optional)		Job Title	
ESR Number (if known)		Date of interview	
Department		Start Date	
Fulltime/Part-time/Bank		Leaving Date	
On which hospital site do you work			

Professional Group

Admin & Clerical	☐	Estates & Ancillary	☐
Allied Health Professional	☐	Healthcare Scientist	☐
Additional Clinical Services	☐	Medical & Dental	☐
Add Professional Scientific & Technical	☐	Nursing/Midwives	☐

Age Range

Under 24	☐	45 – 54	☐
25 – 34	☐	55 – 64	☐
35 – 44	☐	65 +	☐

Commented [DB(DU-C&P1): I think the EDI information should go at the end. It detracts from the actual exit interview as by the time you've answered all of these questions you feel like you've done an interview already

Gender

Which of the following best describes your gender?

- Male ☐
 - Female ☐
 - Prefer not to say ☐
-

Sexual Orientation

Which of the following options best describes how you think of yourself?

- Heterosexual or Straight ☐
 - Gay or Lesbian ☐
 - Bisexual ☐
 - Other ☐
 - Prefer not to say ☐
-

Trans Status

Do you identify as trans?

- Yes ☐
 - No ☐
 - Prefer not to say ☐
-

Disability

Do you have any physical or mental health conditions or illnesses lasting or expected to last for 12 months or more?

- Yes ☐
- No ☐

Does your condition or illness/any of your conditions or illnesses reduce your ability to carryout day-to-day activities?

- Yes, a lot ☐
 - Yes, a little ☐
 - No ☐
 - Not Applicable ☐
-

Ethnicity

What is your ethnic group? Choose one option that best describes your ethnic group or background.

White

- Welsh / English / Scottish / Northern Irish / British ☐
- Irish ☐
- Gypsy or Irish Traveller ☐
- Any other White background ☐

please specify

Mixed / multiple ethnic groups

- White and Black Caribbean ☐
- White and Black African ☐
- White and Asian ☐
- Any other Mixed / multiple ethnic background ☐

please specify

Asian / Asian British

- Indian ☐
- Pakistani ☐
- Bangladeshi ☐
- Chinese ☐
- Any other Asian background ☐

please specify

Black / African / Caribbean / Black British

- African ☐
- Caribbean ☐
- Any other Black / African / Caribbean background ☐

please specify

Other ethnic group

- African ☐
- Any other ethnic group ☐

please specify

Religion**What is your religion?**

- No religion ☐
- Christian (all denominations) ☐
- Buddhist ☐
- Hindu ☐
- Jewish ☐
- Muslim ☐
- Sikh ☐
- Any other religion ☐

please specify

Pregnancy & Maternity

Are you currently pregnant or have you been pregnant in the last year?

- Yes ☐
No ☐
Prefer not to say ☐

In the past year, have you taken;

- Maternity leave ☐
Additional paternity leave (e.g. more than 2 weeks) ☐
Adoption leave ☐
Not Applicable ☐

What are the reasons for leaving?

Select one or more:

- | | | | |
|-------------------------------|--------------------------|------------------|--------------------------|
| Salary | ☐ | Better benefits | ☐ |
| Improved work/life balance | ☐ | Change of career | ☐ |
| Family and/or personal | ☐ | Retirement | ☐ |
| Conflict with other employees | ☐ | Other | ☐ |

If other please specify

Please rank the following:

About HDUHB - Organisation	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1 The Health Board valued my work.	☐	☐	☐	☐	☐
2 It was a good and positive environment to work in.	☐	☐	☐	☐	☐
3 I was kept up to date with organisational developments via internal communication methods.	☐	☐	☐	☐	☐

What do you think could be improved about the Department or HDUHB?

About HDUHB Values		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
4	I am aware of the NHS Wales Core Principles.	☐	☐	☐	☐	☐
5	I am aware of HDUHB Organisation Values and Behaviours Framework.	☐	☐	☐	☐	☐
6	The Values and Behaviours Framework was embedded within my Department.	☐	☐	☐	☐	☐
7	I did not experience discrimination (eg racial, sexual, and religious) from management.	☐	☐	☐	☐	☐
8	I did not experience discrimination (eg racial, sexual, and religious) from colleagues.	☐	☐	☐	☐	☐
9	I did not experience harassment bullying or abuse from management.	☐	☐	☐	☐	☐
10	I did not experience harassment bullying or abuse from colleagues.	☐	☐	☐	☐	☐

What are your suggestions for improving how the organisation can embed the values into our culture? _____

■ Senior Management		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
11	I knew who my senior managers were.	☐	☐	☐	☐	☐
12	They were role models for the Organisational Values.	☐	☐	☐	☐	☐
13	They encouraged feedback and suggestions.	☐	☐	☐	☐	☐
14	They maintained equitable treatment for all employees.	☐	☐	☐	☐	☐
15	They provided recognition for achievement.	☐	☐	☐	☐	☐
16	They provided constructive feedback.	☐	☐	☐	☐	☐

What are your suggestions or improvements for management?

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Commented [DB(DU-C&P2)]: Turn 7-10 into one question: I did not experience any form of discrimination, harassment or bullying from colleagues or management.

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■ Supervisor / Line Manager		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
17	They had sufficient knowledge of the job.	☐	☐	☐	☐	☐
18	I experienced regular opportunities to meet and discuss performance i.e. supervisions or 121s.	☐	☐	☐	☐	☐
19	They were open to suggestions.	☐	☐	☐	☐	☐
20	They recognised and acknowledged my achievements and contributions.	☐	☐	☐	☐	☐
21	They regularly discussed my objectives and performance via the PADR/appraisal process and I found it purposeful.	☐	☐	☐	☐	☐
22	They clearly communicated management decisions and how they would affect my work.	☐	☐	☐	☐	☐
23	They maintained a professional relationship with me.	☐	☐	☐	☐	☐
24	They behaved to the excellence standard outlined in the Organisation's Values and Behaviours Framework.	☐	☐	☐	☐	☐
What are your suggestions or improvements to your Supervisor?						

■ The Job itself		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
25	I looked forward to going to work.	☐	☐	☐	☐	☐
26	There were sufficient opportunities for advancement.	☐	☐	☐	☐	☐
27	My workload was manageable.	☐	☐	☐	☐	☐
28	Sufficient resources and staff were available to cover the work.	☐	☐	☐	☐	☐
29	My colleagues listened and appreciated my contribution.	☐	☐	☐	☐	☐
30	My skills were effectively used.	☐	☐	☐	☐	☐
31	I had access to adequate training and development programs.	☐	☐	☐	☐	☐
32	I encountered no violence or aggression in the course of my work	☐	☐	☐	☐	☐
What do you think could be improved about the job?						

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■ Return to HDUHB	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
48 I would consider returning to employment with HDUHB.	☐	☐	☐	☐	☐
49 I would consider returning to HDUHB as a Volunteer.	☐	☐	☐	☐	☐
50 I would recommend HDUHB as an employer.	☐	☐	☐	☐	☐

Any other comments

Thank you for completing this information. Your responses will be treated in the strictest confidence and will inform a management report with trends/themes identified. In cases of extreme concern/patient safety we will have to disclose information to the relevant parties but individual names will not be disclosed. Please return the completed form to:
exitinterview.HR.HDD@wales.nhs.uk or Rob Blake, Senior Organisational Development Manager, Hafan Derwen robert.blake2@wales.nhs.uk