**Leaver Discussion**

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| **Employee's details** |
| **Name:** |  | **Current position:** |   |
| **Service/dept/location:** |   | **Region/Nation/Business Line:** |   |
| **Start date:** |   | **Termination date:** |   |
| **Line manager:** |   | **Name of interviewer for leaver discussion:** |   |
| **Date of leaver discussion:** |   |  |   |

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| **Job description and duties** |
| 1. What did you like most about your job and why?   |
| 2. What did you like least about your job and why? |
|  3. Did the job description, including additional information sheet, accurately reflect what you were required to do? |
| 4. Do you have any suggestions as to how the job could be improved?    |

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| **Working Relationships** |
| 5. How would you describe morale within your team / service / shop?  |
| 6. Did you feel supported in your various working relationships? E.g with your manager, direct reports, colleagues, key contacts in other teams/depts.  |
| 7. Did you observe or personally experience any inappropriate behaviour, bullying or harassment? |
| 8. How inclusive is Barnardo’s as a place to work?  |
| 9. Are there any barriers to effective working relationships that need to be addressed? |
| **Appraisal and development**  |
| 10. Did you receive regular feedback, supervision /one to ones? |
| 11. Did you feel that your PDR was constructive and a fair reflection of your performance?  |
| 12. Do you feel that you received adequate training and development?  |
| 13. Were Safeguarding processes clear?  |
| **Working environment**  |

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| 14. Did you have the necessary resources and facilities to undertake your work effectively?  |

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| **Pay and benefits provided by the organisation** |
| 15. Did you feel adequately rewarded (pay, pensions, benefits etc) for the work you undertook? |

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| **Communication of the organisation** |
| 16. Did you receive a good induction?  |
| 17. How did you feel about the level of communication within your team / service / shop?    |
| 18. Do you feel that you were kept informed about what was happening locally and nationally across Barnardo’s?     |
| 19. Do you have any suggestions as to how communication at the different levels could be improved?  |

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| **Work-life balance** |
| 20a. Were you able to achieve a reasonable work-life balance? 20b) If no, how could improvements be made? |

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| **Employment experience**  |
| 21. Overall, how was your experience of working at Barnardo’s?     |
| 22. Would you recommend Barnardo’s as an employer to others?    |

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| **Reason for leaving** |
| 23. Why are you leaving Barnardo’s?    |
| 24. Is there anything that could have reasonably been done for you to remain employed here?     |
| 25. Please use this space for any further comments on the employee’s decision to leave /any aspects not already covered that are important for us to know.    |

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| **Employee's signature** | **Date** |
| **Notes**Barnardo’s treats personal data collected during the leaver discussion in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our [Privacy Statement](https://www.barnardos.org.uk/privacy_statement), located on our website. |

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| **Confidentiality**The information disclosed in this discussion will be treated in confidence. However, we would like to share relevant information back to specific areas/services to recognise and reinforce good practice and equally, where we can improve. Relevant information will only be shared with your permission (i.e. key themes) unless there are concerns relating to safeguarding or criminal activity. The information would not be disclosed in any future reference requests. Please confirm whether you are agreeable to this information being shared on this basis:**Yes [ ]  No [ ]**  |
| **Interviewer's comments and suggested further action** |
|     |
| **Interviewer's signature** | **Date**  |