**Employee Exit Questionnaire**

We want to improve our personnel practices and make our Service a better place to work. Your answers will be kept confidential.

**Reason for Leaving:**

1. **Did you feel sufficiently trained for your job?**

Please comment:

1. **Did you feel that you were always treated with respect & in a professional manner by co-employees and the nominated supervisor?**

Please comment:

1. **Do you feel that you could have done your job better if you were provided with different resources? What resources should we think about providing?**

Please comment:

1. **Did you feel free to discuss suggestions or problems with the nominated supervisor?**

Please comment:

1. **Did your nominated supervisor provide you with clear instructions and expectations?**

Please comment:

1. **In your opinion, were all employees treated equally? Were any given preferential treatment or discriminated against?**

Please comment:

1. **Did you witness or have knowledge of any unethical or illegal acts or practices engaged in by any of our employees?**

Please comment:

1. **Do you have any suggestions for improving Service management?**

Please comment:

1. **Do you have any suggestions for improving the quality of education and care we provide?**

Please comment:

**10. Were working conditions satisfactory? Was your pay in line with that available from other children’s services?**

Please comment:

**11. Do you have any suggestions for improving our communication methods and delivery?**

Please comment:

1. **Do you have any suggestions for improving our partnerships/relationships with families?**

Please comment:

1. **Do you have any suggestions for improving our employees’ motivation?**

Please comment:

1. **Do you have a new job that you expect to begin within the next few weeks? With whom? What does that business offer you that we didn’t?**

Please comment:

1. **Would you consider coming back to our service?**

Please comment:

I have returned, or arranged for the return of all service property, including, but not limited to, computers, software, documents, financial records, personnel files, equipment and tools, keys, client or family lists, books, resource materials, and children’s documents and photos.

 Signature Date