

The Auriga Academy Trust

EXIT INTERVIEWS

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AURIGA Academy Trust Document Control System	
Name of document	Exit Interviews
Status	FINAL
Date Approved	April 20
Approver	MAT Finance & Resource Committee following sign-off by LGBs
Owner	MAT Finance
Author	Finance Director
Anticipated Review date	September 20
Location	S:Staff / POLICIES / MAT / WEBSITEPOLICIES / AAT Exit Interviews Policy

Please note that all Trust policies are reviewed annually. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email sconnor@strathmore.richmond.sch.uk.

1. Exit Interview Overview

There is no statutory requirement to do exit interviews. If the school chooses to do them, they should be consistent and aim to do an exit interview with all staff who are leaving. As there's no requirement to do them, employees can refuse to take part.

Their aim is to get honest feedback on the person's experiences working at the school, so you can see where improvements can be made. This should be explained when inviting someone to an interview.

Exit interviews are normally done by:

- The person's line manager
- Another manager
- The school's HR staff

Governors should only be involved in exit interviews for senior staff. A Governors role is strategic, and they shouldn't get involved in the day-to-day business of the school.

2. Exit Interview Questionnaire

QUESTION	NOTES
Why did you decide to leave?	
What are you going to do next?	
Why did you begin looking for a new job? (if applicable)	
What ultimately led you to accept the new position? (if applicable)	
What did you like about this school/your role?	
Did you find the job rewarding? Did you find the job challenging? Why?	
Do you feel your job description changed since you were hired, and if so, in what way?	
Did you feel valued and appreciated in your role?	
Do you think senior leadership adequately recognised your contribution? If not, how do you think recognition can be improved?	

QUESTION	NOTES
How would you describe the culture of our school? Can you give specific examples?	
What would you change about the school/your role?	
Do you feel the pay is fair for your role and responsibilities?	
Did you feel you had the tools, resources and skills that enabled you to do your job well? What could have been improved?	
What are your thoughts on CPD / training at the school?	
What are your thoughts on communication at the school? a) with parents b) with staff c) with governors	
What are your thoughts on performance management at the school?	
Were you comfortable talking to your line manager about work problems?	
What are your thoughts on the leadership of the school?	
Did you feel you were kept up-to-date on new developments and school policies?	
How would you describe your workload/working hours?	
What was the best part of your job here?	
Is there anything we could have done differently that would have made you stay?	
Would you recommend us as a place to work?	
What can the organization improve on?	
Is there anything else you wish to discuss?	