UCL Human resources

**UCL Exit Survey Questionnaire**

Thank you for your service to UCL. As you will be leaving, we would like to give you the opportunity to tell us about your experiences as a member of staff at UCL. This questionnaire gives you a chance to comment on aspects relating to your job and the University.

To ensure anonymity, please do not mention any staff members by name, job title, or other identifiable characteristics.

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| --- | --- |
| Department: | Length of service: |

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| **1. Your role** |
| What did you like most about your job and why? |
| What did you like least about your job and why? |

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| **2. Job description – please tick the appropriate box** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| The job description given to me when I started the job accurately described the role. |  |  |  |  |
| My current job description accurately describes the job |  |  |  |  |
| Please add comments: | | | | |

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| **3. Communication** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| I feel that communication within the team/department was good. |  |  |  |  |
| My manager kept me well informed about what was happening in UCL as a whole |  |  |  |  |
| Please add comments: | | | | |

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| **4. Working relationships** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| I had good working relationships with my colleagues |  |  |  |  |
| I had a good working relationship with my line manager |  |  |  |  |
| Your line manager offered appropriate support to you |  |  |  |  |
| Your line manager undertook regular appraisals with you |  |  |  |  |
| Please add comments: | | | | |

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| **5a. UCL pay and benefits – how would you rate the following provided by UCL?** | **Very good** | **Good** | **Poor** | **Very poor** |
| Remuneration |  |  |  |  |
| Pension |  |  |  |  |
| Please add comments: | | | | |

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| **5b. Which other benefits have you accessed during your employment and how would you rate them?** | **Very good** | **Good** | **Poor** | **Very poor** | **Not used/not aware** |
| UCL Cycle Scheme |  |  |  |  |  |
| Season ticket loan |  |  |  |  |  |
| Relocation scheme |  |  |  |  |  |
| Study Assistance Scheme |  |  |  |  |  |
| Which other benefits would you like to see UCL introduce? | | | | | |

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| **6. Training and development** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| Do you feel that you were given an effective induction into UCL? |  |  |  |  |
| Did you feel that your training and development needs were met? |  |  |  |  |
| Did you feel that the training and development you received had a positive effect on your performance? |  |  |  |  |
| Please add comments: | | | | |

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| **7. Work life balance** | | | | | | | |
| While at UCL did you make any requests for more flexible working hours? | | | | | Yes | | No |
| If yes, what was your request and was it accepted? | | | | | | | |
| **How would you rate the following benefits provided by UCL?** | **Very good** | **Good** | **Poor** | **Very poor** | | **Not used/not aware** | |
| Maternity/adoption pay and leave |  |  |  |  | |  | |
| Paternity pay and leave |  |  |  |  | |  | |
| Ordinary parental leave |  |  |  |  | |  | |
| Shared parental leave |  |  |  |  | |  | |
| Did you feel that you had a good work/life balance at UCL? |  |  |  |  | |  | |
| Do you have any suggestions as to how work life balance within UCL could be improved? | | | | | | | |

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| **8. Facilities / services – how would you rate the following aspects of working at UCL?** | **Very good** | **Good** | **Poor** | **Very poor** | **N/A** |
| Your work environment |  |  |  |  |  |
| IT services |  |  |  |  |  |
| HR services |  |  |  |  |  |
| If you answered poor, or very poor to any of the statements please provide further details: | | | | | |

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| **9. Employment experience** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| I feel that I had an acceptable workload |  |  |  |  |
| I worked in an environment free of bullying and harassment |  |  |  |  |
| If you have indicated that you did not work in an environment free from harassment and bullying please provide further details: | | | | |
| Would you recommend UCL as an employer to others? YES / NO | | | | |

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| **10. Reason for leaving – what is your primary reason for leaving UCL?** *(resignations only)* | | | | | |
| Promotion: HE sector |  | Dissatisfaction with line manager |  | Further education |  |
| Promotion: elsewhere |  | Travel/location |  | Dissatisfaction with UCL role |  |
| Family |  | Other (please state) |  |  |  |
| If you are moving to another job, for which organisation will you be working? | | | | | |
| In what ways do you consider that the new organisation/job will be better for you? | | | | | |
| Please use this space for any further comments on your decision to leave UCL? | | | | | |

Exit data is stored in accordance with the UCL [Retention Schedule](https://www.ucl.ac.uk/library/about-us/records-office/records-retention) and [Data Protection](https://www.ucl.ac.uk/data-protection/data-protection-overview/understanding-data-protection-ucl) Policies.

Please return to your [HR Business Partner](https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details) for review.