

# Tauheedul Education Trust

This policy is in line with the Mission Statement of the Trust

*To create outstanding organisations that promote educational excellence, character development and service to communities.*

## EXIT INTERVIEW POLICY



Tauheedul  
Education Trust

## Document control

This policy has been approved for operation within all Tauheedul Education Trust Establishments.

<b>Date of last review</b>	February 2016
<b>Date of next review</b>	February 2018
<b>Review period</b>	2 Years
<b>Policy status</b>	Trust Requirement
<b>Owner</b>	Tauheedul Education Trust

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## **1 Scope and Purpose**

- 1.1 Trust establishments will seek to conduct pre-exit interviews with employees who have resigned their post. The purpose of the exit interview is:
  - 1.1.1 to identify why employees are leaving for monitoring purposes and to identify any trends;
  - 1.1.2 to better understand the different experiences of working at the Trust in order to identify any areas for improvement and future change;
  - 1.1.3 to improve the recruitment and retention of high calibre employees.
- 1.2 This policy does not form part of any employee's contract of employment and it may be amended at any time after consultation with our recognised Trade Unions. The Trust may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.
- 1.3 In this policy references to personnel/bodies are to the personnel/bodies present within the establishment at which the particular employee reviewing the policy is engaged.

## **2 Who is Responsible for the Policy?**

- 2.1 The Trust has overall responsibility for the effective operation of this policy. The Trust has delegated day-to-day responsibility for operating the policy to the Trust Central Team and Head at each Trust establishment.
- 2.2 The Senior Leadership Team at each Trust establishment has a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

## **3 Who is Covered by this Policy?**

- 3.1 This policy covers all employees at all levels and grades, including senior managers, officers, employees, trainees, part-time and fixed-term employees (collectively referred to as employees in this policy). It does not apply to agency staff and self-employed contractors.

## **4 Process**

- 4.1 When applicable, arrangements will be made for an employee to meet with an impartial member of the Senior Leadership Team who will conduct the exit interview at an appropriate time and location. In the case of the Head of Establishment, interviews will be conducted by a member of the Trust Central Team.
- 4.2 Employees are **not required** to attend interviews for this purpose but, in the event they choose not to participate, they may be asked to complete an exit interview questionnaire and return this in confidence to the Establishment/Central Team.
- 4.3 Any exit interview meeting held under this policy will be informal in format. However, employees will be encouraged to elaborate on the experience of their employment and interviewers should prompt employees for detail. Interviewers should not argue or disagree with the view of the employee and should record all the comments made by the employee (see Appendix 1).

- 4.4 Once the exit interview has been completed, the employee and the Senior Leader should sign the forms and any additional notes in agreement of the content of the discussion. The original form/notes should be passed to the designated establishment lead.
- 4.5 The feedback from interviews will normally be shared with the Head of Establishment so that any appropriate action can be taken. However, if a matter comes to light which is so serious that it must be reported, then appropriate action will need to be taken. This would include potential criminal activities or reports which suggest that vulnerable people may be at risk. If this is the case, the employee will be made aware of this.
- 4.6 The Trust Central Team may periodically review the content of establishment Exit Interviews.

## **5 Monitoring, Evaluation and Review**

- 5.1 The policy will be promoted and implemented throughout all Trust establishments.
- 5.2 The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust establishment.
- 5.3 The Trust will review this policy every two years in consultation with each Trust establishment.

## Appendix 1: Exit Interview Questionnaire

### Exit Interview Questionnaire



Tauheedul  
Education Trust

<b>Surname</b>		<b>Forename</b>	
<b>Job Title</b>		<b>Establishment</b>	
<b>Faculty/Team</b>		<b>Main Work Location</b>	
<b>Leaving Date</b>		<b>Years of Service</b>	
<b>What made you start looking for another job/why did you decide to leave? (please rank reasons below 1, 2, 3 etc 1 being the most influential factor)</b>			
Location/relocation		Take time out to travel	
Return to full-time education		Poor working conditions/facilities	
Personal circumstances		Promotion opportunity	
Salary improvement		Inadequate benefits	
Other – please specify			
<b>Please indicate the type of organisation you are moving to</b>			
Another school/Trust		Another organisation - Private Sector	
Self-employment		Another organisation – Public Sector	
Other – please specify			
<b>What was the initial attraction of working for the establishment? (tick all that apply)</b>			
Trust’s vision		Organisation reputation	
Career prospects		Reward package	
Other – please specify			

**What did you enjoy about your role at the Establishment and why?**

**What did you least like about your role at the Establishment and why?**

**Do you have any suggestions as to how the role could be improved?**

**What were your working relationships like with your manager and your colleagues?**

<b>Have you ever personally experienced any form of discrimination, harassment or bullying at your workplace as an employee?*</b>	YES / NO*												
<b>Have you ever witnessed any form of discrimination, harassment, oppressive practice or bullying towards staff, parents or pupils?*</b>	YES / NO*												
<p><b><i>*If your answer to either of the last two questions is Yes, please provide details below, including:</i></b></p> <ul style="list-style-type: none"> <li>▪ <i>whether you reported the matter and if not, why;</i></li> <li>▪ <i>to whom you reported the matter;</i></li> <li>▪ <i>whether, in your view, the matter was satisfactorily resolved;</i></li> <li>▪ <i>whether you would like to discuss the matter further, in confidence.</i></li> </ul> <p><i>Please ensure any outstanding issues are raised with either your manager or a member of SLT</i></p>													
<b>Would you consider working for Tauheedul Education Trust again?</b>	YES / NO**												
<p>** Please indicate here your reasons for not considering working for TET again</p>													
<b>Additional Comments</b>													
<table border="1"> <tr> <td data-bbox="172 1619 568 1682"><b>Employee Name</b></td> <td data-bbox="568 1619 1466 1682"></td> </tr> <tr> <td data-bbox="172 1682 568 1744"><b>Employee Signature</b></td> <td data-bbox="568 1682 1466 1744"></td> </tr> <tr> <td data-bbox="172 1744 568 1807"><b>Date</b></td> <td data-bbox="568 1744 1466 1807"></td> </tr> <tr> <td data-bbox="172 1807 568 1870"><b>Interviewer Name</b></td> <td data-bbox="568 1807 1466 1870"></td> </tr> <tr> <td data-bbox="172 1870 568 1933"><b>Interviewer Signature</b></td> <td data-bbox="568 1870 1466 1933"></td> </tr> <tr> <td data-bbox="172 1933 568 2009"><b>Date</b></td> <td data-bbox="568 1933 1466 2009"></td> </tr> </table>		<b>Employee Name</b>		<b>Employee Signature</b>		<b>Date</b>		<b>Interviewer Name</b>		<b>Interviewer Signature</b>		<b>Date</b>	
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