



For better
mental health

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Sheffield Mind Exit Interview policy

1 INTRODUCTION

- 1.1 Sheffield Mind recognises the value of Exit Interviews in ensuring it develops its strengths as a 'learning organisation' and in contributing to effective HR practice.
- 1.2 Exit Interviews give staff who are leaving the opportunity to honestly and comprehensively evaluate their experiences of and views on Sheffield Mind as an organisation. This acts as a form of 'leave-taking' for the individual concerned and also provides Sheffield Mind with invaluable information to learn from.

2 AIMS

- 2.1 To identify reasons for and any underlying trends of staff leaving Sheffield Mind
- 2.2 To review recruitment and selection policies/procedures/job descriptions/personal specifications in the light of this information
- 2.3 To use this information to evaluate the effectiveness of Sheffield Mind's HR and line-management structures
- 2.4 To inform the need for changes/amendments to Sheffield Mind policies and procedures
- 2.5 To demonstrate an open and supportive approach to staff management by giving all staff leaving the opportunity to give honest and confidential feedback on Sheffield Mind

3 PROCESS

Notification

- 3.1 On receipt of a member of staff's letter of resignation the supervisor will contact the staff leaver, giving them the opportunity to have an exit interview
- 3.2 The supervisor will send the staff leaver the questionnaire (Appendix One)
- 3.3 The Exit Interview is not obligatory, but will be actively encouraged

The Exit Interview process



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- 3.4 The Exit Interview can either be a face to face interview with a supervisor or Trustee (whichever the staff leaver prefers) or the staff leaver can elect to complete the questionnaire in writing by themselves.
- 3.5 The supervisor or Trustee will write up the interview and send a copy to the staff leaver for comment as appropriate.
- 3.6 The staff leaver does not have to answer all the questions if s/he do not wish to do so, but s/he is encouraged to answer as many questions and as fully as possible.

Anonymising Exit Interview Information

- 3.7 If the staff leaver requests it, this information will be anonymised.

Review

- 3.8 This policy will be reviewed bi-annually.

Record keeping

- 3.9 In accordance with Quality Management in Mind standards and subject to the provisions of the Data Protection Act 1998, Sheffield Mind will retain a record of all Exit Interviews.



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APPENDIX ONE

Sheffield Mind Exit Interview questionnaire

Name:

Job Title:

1. Reason For Leaving:

Promotion in a similar field

Change of direction

Leaving Sheffield

Redundancy / short term
contract only

Problems with current post

Other

(please elaborate in the further comments box
overleaf)

(please elaborate in the further
comments box overleaf)

2. If moving to a new employer, is this:

Voluntary / Community sector

Health Service

Local Authority

Private Sector

Other

Name of new employer:

3. Will you be working in:

Similar field / area

New field:

4. Was your job at Sheffield Mind:

Very rewarding

Rewarding
most of the time

Rewarding
sometimes

Rewarding

Unrewarding

If unrewarding, please elaborate in the further comments box overleaf



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5. Did your job description at Sheffield Mind reflect your job:

Precisely

Mostly

Well

Approximately

Poorly

If poorly, please elaborate in the further comments box overleaf

6. Was the training you received for your job:

Excellent

Very good

Good

OK

Inadequate

If less than good, please elaborate in the further comments box overleaf

7. How do you rate morale in general within Sheffield Mind:

Excellent

Very good

Good

OK

Inadequate

If less than good, please elaborate in the further comments box overleaf

8. How do you rate morale in general within your team:

Excellent

Very good

Good

OK

Inadequate

If less than good, please elaborate in the further comments box overleaf

9. How would you rate your management or support:

Excellent

Very good

Good

OK

Inadequate

If less than good, please elaborate in the further comments box overleaf

10. How do you rate your working relationship with colleagues:

Excellent

Very good

Good

OK

Inadequate

If less than good, please elaborate in the further comments box overleaf

11. Do you believe that you have been subject to any racial/sexual/cultural harassment or any form of bullying and harassment during your employment with Sheffield Mind?

Yes

No

If **yes**, please elaborate in the further comments box below

12. Would you consider working for SHEFFIELD MIND again:

Yes

No



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If **no**, please elaborate in the further comments box below

Please feel free to make any further comments below:

Please continue on a separate sheet if necessary