

Exit surveys

The Bullying and Harassment of MPs' Parliamentary Staff Independent Inquiry Report (the White report) recommends that every departing staff member should be asked to complete a leaver's survey, followed up by an interview where appropriate. The report recommended that a new HR department should then use the information gathered to identify themes and trends in relation to MPs' staff overall and in individual offices.

The report recommended that IPSA should invite leavers to complete and return exit surveys pending establishment of the new HR department. Before the HR department is established, IPSA has decided to make a template exit survey available for MPs to use when staff leave their employment. Any information gathered will be for the MP, as employer, to use. IPSA will not collect, store or process any information from the exit survey.

Exit surveys are sent to employees who are leaving their job. From the employer's perspective, an exit survey is a chance to gather information from a departing employee, who may be more forthcoming, constructive and objective than staff still in their jobs. The information gathered can provide an opportunity to assess and improve all aspects of the working environment such as culture, processes and development.

If you decide to ask a staff member to complete an exit survey, you should do this soon after they resign so that they have time to complete the survey and so that you have the opportunity to discuss their answers further if you choose to do so and take any appropriate action.

A sample exit survey is provided below.

Exit survey – confidential

Staff name:

Role:

Start date:

Questions	Answers
What is your main reason for leaving?	
What did you most like about your job and why?	
What did you least like about your job and why?	
How would you describe your workload while you worked here?	
Did you feel that you had clear work goals and knew what was expected of you in your job?	
What was the quality of line management you received? Any suggestions for improvement?	
Did you receive sufficient feedback on your performance during the year and at your annual and mid-year reviews?	
Did you receive adequate training, including induction at the start of your employment?	
Any suggested improvements to the job and/or working environment?	

Is there any action you expect to be taken as a result of this exit questionnaire?	
Any other comments or suggestions	

Please pass your completed questionnaire to your employer.