QMUL Exit Questionnaires

What is the purpose of the exit questionnaire?
The purpose of the QMUL exit questionnaire is to analyse general employment trends across the university and help us, where necessary, to review and improve our employment practices. In addition, it supports the delivery of our Equality and Diversity Strategy in the four strategic areas: Disability, Gender, Race and Sexual Orientation, including our Athena Swan commitment to gather data to inform associated practices. It will also enable us to understand the impact of external changes on staff movement.

Is the exit questionnaire the same as the exit interview?
The exit questionnaire is available online, is entirely confidential (unless you choose to disclose your details) and is reviewed at institutional level. It is separate to the exit interview, which is a conversation with your line manager or Head/Director that is used to inform local improvements. Both can be completed at the same time if it proves to be more convenient, although someone will still be required to submit the responses to the exit questionnaire electronically.

How do I complete the exit questionnaire?
The questionnaire is available as an electronic survey and can be found here. It is also automatically sent to staff who have given their notice to leave. This will happen once HR have been notified of the leave date and have entered it onto the HR system, which will then trigger an automated e-mail to the leaver with a link to the questionnaire. Submission of the questionnaire will be to the survey host.

How long will it take to complete the questionnaire?
The questionnaire is deliberately brief to encourage participation, and can be completed within 10 minutes.

How will the data be reported?
Exit data will be collated centrally within HR and reported back to QMSE on a 6-monthly basis. The data will not link back to individuals, but will be reported on a grouped basis. The same reports will be shared with the Equality and Diversity Steering Group (EDSG) and the unions following a QMSE submission. Any other reports will be on demand, based on current need (e.g. Athena Swan application, Stonewall WEI, Race Equality Charter etc.). Reports will not be automatically sent to local areas. The expectation is for local areas to use the exit interview to inform local changes.

Do I have to complete the questionnaire?
All staff leaving Queen Mary are strongly encouraged to complete the exit questionnaire. Managers are also encouraged to signpost the questionnaire as well as encourage their staff to participate.

The benefits of participating include:
- Enabling an evidence-based approach to QMUL interventions.
- Offering a voice to the departing member of staff.
- Promoting a culture of continuous improvement.
Will I get a response?
As the questionnaire is for general feedback only and reported on periodically, there should be no expectation of a reply from the university. Where a response is needed, we should ask if you would please direct such comments to the relevant line manager or a member of Human Resources staff.