

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Exit Interview Questionnaire  
**Document No:** 12.1.1 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



*Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members/volunteers with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member/volunteer and with due regard for the individuals and communities the diocese serves.*

*This document outlines the Diocesan policy on XXXX. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).*

It is the policy of the diocese to encourage all staff members/volunteers to complete an exit interview questionnaire.

All information received will be treated in confidence.

*For further information please contact:*

HR Advisor  
Elphin Diocesan Office  
St. Mary's  
Temple Street  
Sligo F91 KTX2  
Email: [hr@elphindiocese.ie](mailto:hr@elphindiocese.ie)  
Mobile: 087 240 4882

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### Exit Interview Questionnaire

<b>Name (optional)</b>	
<b>Commencement Date</b>	
<b>Date of Leaving</b>	
<b>Job title</b>	

Key	1 very satisfied	2 satisfied	3 dissatisfied	4 very dissatisfied
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1. Work Environment	1	2	3	4
Guidance and Instruction on Role				
Job Satisfaction				
Personal Work Load				
Personal Development Opportunities				
2. Pay and Conditions	1	2	3	4
Salary				
Working Environment				
Working Hours				

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Opportunities for Development				
<b>3. Communications</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Induction Process				
Availability of information to enable me to work effectively				
Feedback on performance				
Effectiveness of communications				
Opportunity to discuss and influence issues				
Resolution of complaints and problems				
Recognition of work done				
<b>4. Factors which contributed to leaving</b>				
Compensation/salary				
Lack of recognition				
Quality of supervision				
Working Conditions				
Lack of Co-operation				

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<b>Travel/Moving out of area</b>	
<b>Career development (Please specify)</b>	
<b>Retire</b>	
<b>Others (Please specify)</b>	

### Further questions

1. Did you enjoy working with the 'diocese'?
2. What would you change about the 'diocese'/your role?
3. Would you recommend the 'diocese' to a friend?
4. Would you work with the 'diocese' again?
5. What did you most enjoy most about your role?
6. What did you dislike about your role?
7. How was your working environment generally?
8. What would you consider to be the strengths of the organisation?
9. Did you feel you were given the opportunity to develop your career?
10. Were you provided with the right training and development for your role?
11. What are your future plans?