



Employee Departure Questionnaire

Type: **Questionnaire**
Subject: **New Entry**
Status: **Draft**

Last Edited By:
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Welcome to the Employee Departure Questionnaire

The first tab provides background information on the survey and an overview of confidentiality. The second tab is automatically completed from the Corporate Directory and HR Systems. You do not need to complete any questions in this section. The third, fourth and fifth tabs contain a range of questions for you to complete. To submit your response, please click on the 'Submit' button at the top of the page. To save a draft copy of the questionnaire, please click the 'Save&Exit' button above.

Who should complete the questionnaire?

The following questionnaire is intended for all ongoing and non-ongoing employees who are **permanently** leaving the ABS. The questionnaire provides you with an opportunity to express your opinions on a range of important issues. The survey will take approximately 20 minutes to complete.

What will the information be use for?

The information obtained will be used for the following purposes:

- gathering information on the reasons why employees are leaving;
- developing future strategies for recruitment and retention; and
- creating a better work environment for all ABS employees.

Your feedback is invaluable and we would appreciate it if you could complete the questionnaire as honestly as possible.

Who do I contact if I have any questions?

If you would like to elaborate on your answers, or provide general comments, please do so in the final survey question.

If you have any questions, please contact ...

Confidentiality

The information gathered from this questionnaire will be kept confidential and reports produced will not contain information which will identify individuals. Your questionnaire will only be viewed by the HR Strategies team in Corporate Services Division, Central Office. If you work in a Regional Office, senior staff in your regional Corporate Services Unit will also have access to individual questionnaires. However, if you provide permission, all information provided can be made available to ABS senior management. Please indicate your preference below:

Personal Details

This information is automatically completed from the Corporate directory and HR Systems. **You do not need to complete any questions in this section.**

Employee Name

Location

Office

Division

Branch

Section

Nominal Job Classification

Current Job Classification

Employment Type

Employment Status

Final date of Employment (This includes any leave being taken before this time.)

Gender

Age

Departure details and additional information

1. At what level (or equivalent level) did you start in the ABS?

2. Did you commence employment at the ABS as part of the 'ABS Graduate Program'?

3. Please indicate your total length of ABS service

4. Please select one option that best describes your separation type.

5. What is your last working day at ABS? (This is excluding any leave being taken)

6. Are you of Aboriginal or Torres Strait Islander origin?

7. Are you a person with a disability?

8. Are you a person from a non-English speaking background (either first or second generation)?

Satisfaction and Importance Ratings

For each item, please indicate (a) how important or unimportant the factor is to you personally and (b) how satisfied or dissatisfied you are with that factor based on your own experiences. If you would like to provide any comments to questions in this part, please do so in Question 60 in the next tab.

Importance

1 - Very unimportant

2 - Unimportant

3 - Neither important nor unimportant

4 - Important

5 - Very important

n/a - Not Applicable

Satisfaction

1 - Very dissatisfied

2 - Dissatisfied

3 - Neither satisfied nor dissatisfied

4 - Satisfied

5 - Very satisfied

Importance rating

Satisfaction rating

Very Unimportant

Very Important

Very Dissatisfied

Very Satisfied

CONDITIONS

09. Current salary and benefits 1 2 3 4 5 1 2 3 4 5 n/a

10. Potential salary and benefits	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
11. Access to flexible working conditions (e.g. flextime, part-time hours, working from home)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
12. Facilities (e.g. toilets, showers, social club, kitchens, eating areas)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
13. Measures being taken by ABS to ensure your physical health and safety	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
14. Workplace Diversity practices	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
	Importance rating		Satisfaction rating
	Very Unimportant	Very Important	Very Dissatisfied
			Very Satisfied
CURRENT ROLE			
15. Opportunity to use your skills and abilities	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
16. Opportunity to undertake challenging work	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
17. Nature of work	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
18. Appropriateness of work deadlines	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
19. Size of workload	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
20. Clarity of work expectations	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
21. Encouragement of innovation	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
22. Balance of work and personal life	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
23. Teamwork in my work group	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
	Importance rating		Satisfaction rating
	Very Unimportant	Very Important	Very Dissatisfied
			Very Satisfied
WORKING RELATIONSHIPS WITH...			
24. Direct supervisor	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
25. Co-workers	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
26. Employees reporting to you (if applicable)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
27. Internal/external clients	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="checkbox"/> n/a
	Importance rating		Satisfaction rating
	Very	Very	Very
		Very	Very

	Unimpo rtant	Important	Dissati sfied	Satisfied							
LEADERSHIP											
28. Quality of leadership provided by your direct supervisor	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a
29. Quality of day to day management within your workgroup (team, section)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a
30. Quality of leadership provided by your Director (EL2 Manager)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a
31. Quality of leadership provided by your Branch head/Regional Director	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a
32. Quality of leadership provided by the ABS Executives as a group	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a
	Importance rating				Satisfaction rating						
	Very Unimpo rtant	Very Important	Very Dissati sfied	Very Satisfied							
BULLYING/HARASSMENT											
33. Commitment of your direct supervisor to eliminate bullying and harassment	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a
34. Support and assistance provided by the ABS to address bullying and harassment (e.g. Harassment & Workplace Support Network, Employee Assistance Program)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a
35. Commitment of ABS Executive to eliminate bullying and harassment	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a
	Importance rating				Satisfaction rating						
	Very Unimpo rtant	Very Important	Very Dissati sfied	Very Satisfied							
COMMUNICATION & PARTICIPATION											
36. Opportunities for participation and/or decision making	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a
37. Information sharing within your section	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a
38. Information sharing within your Division	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a
39. Information sharing within	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="checkbox"/> n/a

the ABS

	Importance rating					Satisfaction rating					
	Very Unimportant		Very Important			Very Dissatisfied			Very Satisfied		
INDIVIDUAL DEVELOPMENT & PERFORMANCE											
40. Training and development opportunities	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="checkbox"/> n/a
41. Discussion of your career prospects	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="checkbox"/> n/a
42. Recognition for your effort	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="checkbox"/> n/a
43. Promotion opportunities	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="checkbox"/> n/a
44. Effectiveness of Performance Management Agreements	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="checkbox"/> n/a
45. Constructiveness of performance feedback	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="checkbox"/> n/a
46. Fairness of salary rating process	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="checkbox"/> n/a

	Importance rating					Satisfaction rating					
	Very Unimportant		Very Important			Very Dissatisfied			Very Satisfied		
RECRUITMENT/SELECTION											
47. Timeliness of job selection process	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="checkbox"/> n/a
48. Fairness of job selection process	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="checkbox"/> n/a

	Importance rating					Satisfaction rating					
	Very Unimportant		Very Important			Very Dissatisfied			Very Satisfied		
TECHNOLOGY											
49. Availability of technology that enables and supports your work	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="checkbox"/> n/a

	Importance rating					Satisfaction rating					
	Very Unimportant		Very Important			Very Dissatisfied			Very Satisfied		
OVERALL SATISFACTION											
50. Overall job satisfaction	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="checkbox"/> n/a

Additional Information

By completing this section, you will be providing us with key information regarding what is motivating you to leave the ABS. This will enable us to implement strategies so that corrective actions can be taken to reduce staff turnover.

51. Would you recommend the ABS as a place to work?

52. Would you consider working at the ABS in the future?

53. Please select up to five disadvantages of working at the ABS that contributed to your leaving.

<input type="checkbox"/> None - no disadvantages	<input type="checkbox"/> Leadership of the ABS overall
<input type="checkbox"/> Lack of promotional opportunities	<input type="checkbox"/> Workplace discrimination
<input type="checkbox"/> Need a change	<input type="checkbox"/> Workplace bullying
<input type="checkbox"/> Workgroup conflict	<input type="checkbox"/> Lack of workplace flexibility
<input type="checkbox"/> Under-utilised skills	<input type="checkbox"/> Home/work balance issues
<input type="checkbox"/> Work not challenging	<input type="checkbox"/> Location
<input type="checkbox"/> Lack of fit with organisational culture	<input type="checkbox"/> Detrimental to health
<input type="checkbox"/> Work not meaningful	<input type="checkbox"/> Job selection processes
<input type="checkbox"/> Work too demanding and stressful	<input type="checkbox"/> Salary too low
<input type="checkbox"/> Heavy workload	<input type="checkbox"/> Technology/systems issues
<input type="checkbox"/> Lack of development opportunities	<input type="checkbox"/> Other - please specify
<input type="checkbox"/> Management practices in area	

54. Please select up to five advantages of your new activity/position which contributed to you leaving the ABS.

<input type="checkbox"/> None - no advantages	<input type="checkbox"/> More challenging work
<input type="checkbox"/> Higher level position	<input type="checkbox"/> Location
<input type="checkbox"/> More money	<input type="checkbox"/> Better terms and conditions
<input type="checkbox"/> Need a change	<input type="checkbox"/> More flexibility
<input type="checkbox"/> More responsibility	<input type="checkbox"/> Reduced workload
<input type="checkbox"/> Better management	<input type="checkbox"/> More development
<input type="checkbox"/> Career aspirations	<input type="checkbox"/> Better recruitment processes
<input type="checkbox"/> Better use of skills	<input type="checkbox"/> Other - please specify

55. If you are moving to another organisation, please compare your new gross income with that of your current ABS position.

<input type="radio"/> Less than current salary
<input type="radio"/> Similar to current salary
<input type="radio"/> Up to \$4,000 more than current salary
<input type="radio"/> \$4,001 to \$8,000 more than current salary
<input type="radio"/> >\$8,000 more than current salary
<input type="radio"/> N/A

56. What did you like most about your employment with the ABS?

57. What did you like least about your employment with the ABS?

58. What originally attracted you to the ABS?

59. What could the ABS have done to retain you as an employee?

60. Please add any further comments

If you have finished completing this questionnaire, please click on the **'Submit'** button at the top of the page to submit your response. If you would like to save your response, please click on '**Save&Exit'** button at the top of the page.