An illustration of a person in a black suit and white shirt walking away from the viewer towards an 'EXIT' sign. The person is carrying a brown briefcase. The scene is set in a hallway with a teal wall and a light-colored floor. The 'EXIT' sign is mounted on the wall and is illuminated.

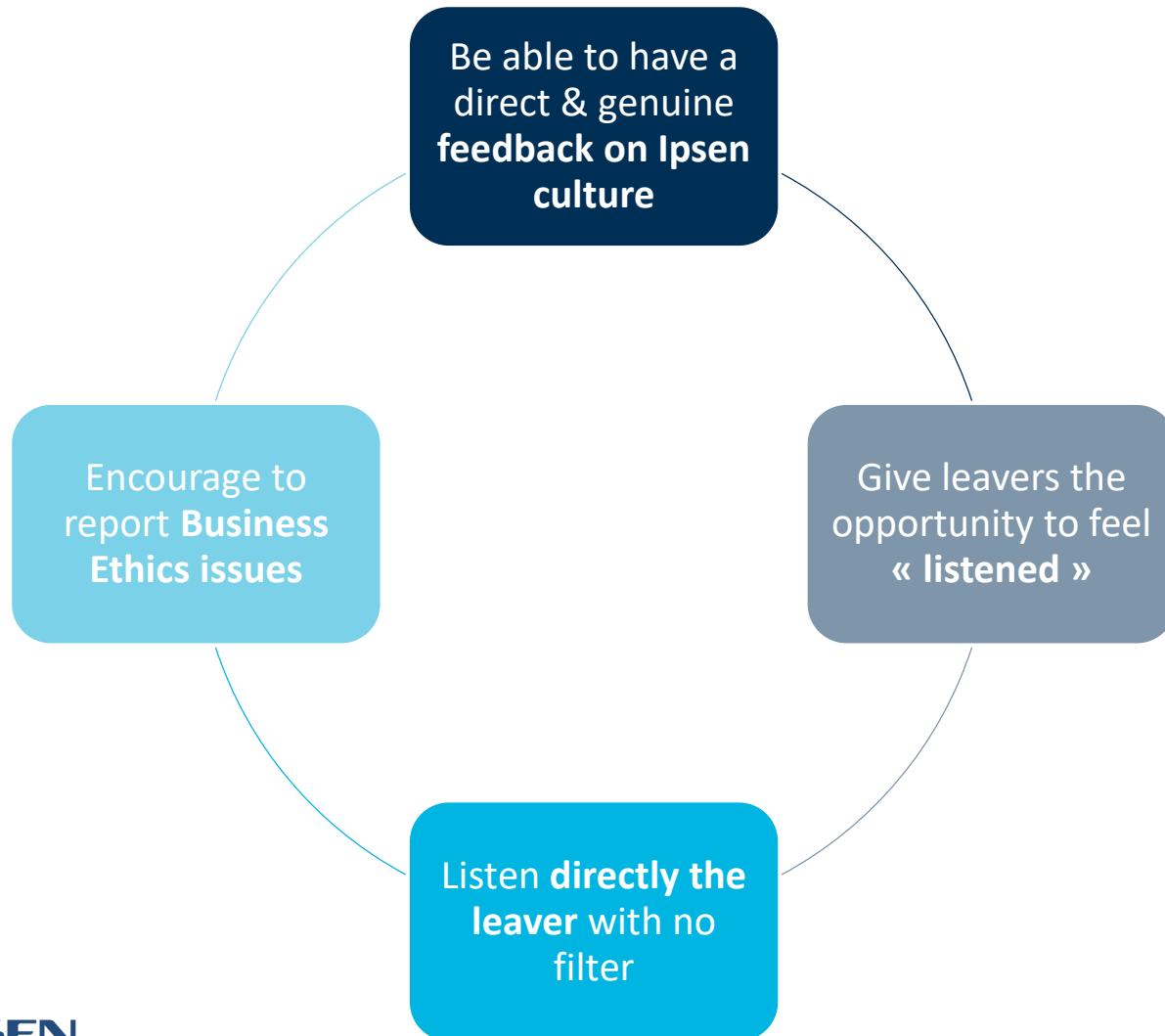
EXIT

Before you go,
share your last feedback!

Employee Exit Questionnaire

Nov. 2020

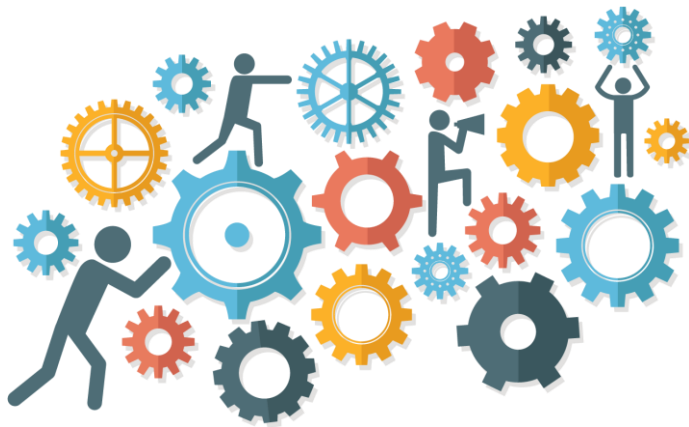
Why an exit questionnaire?



Be able to globally analyze **reasons of departure through KPIs** and take actions



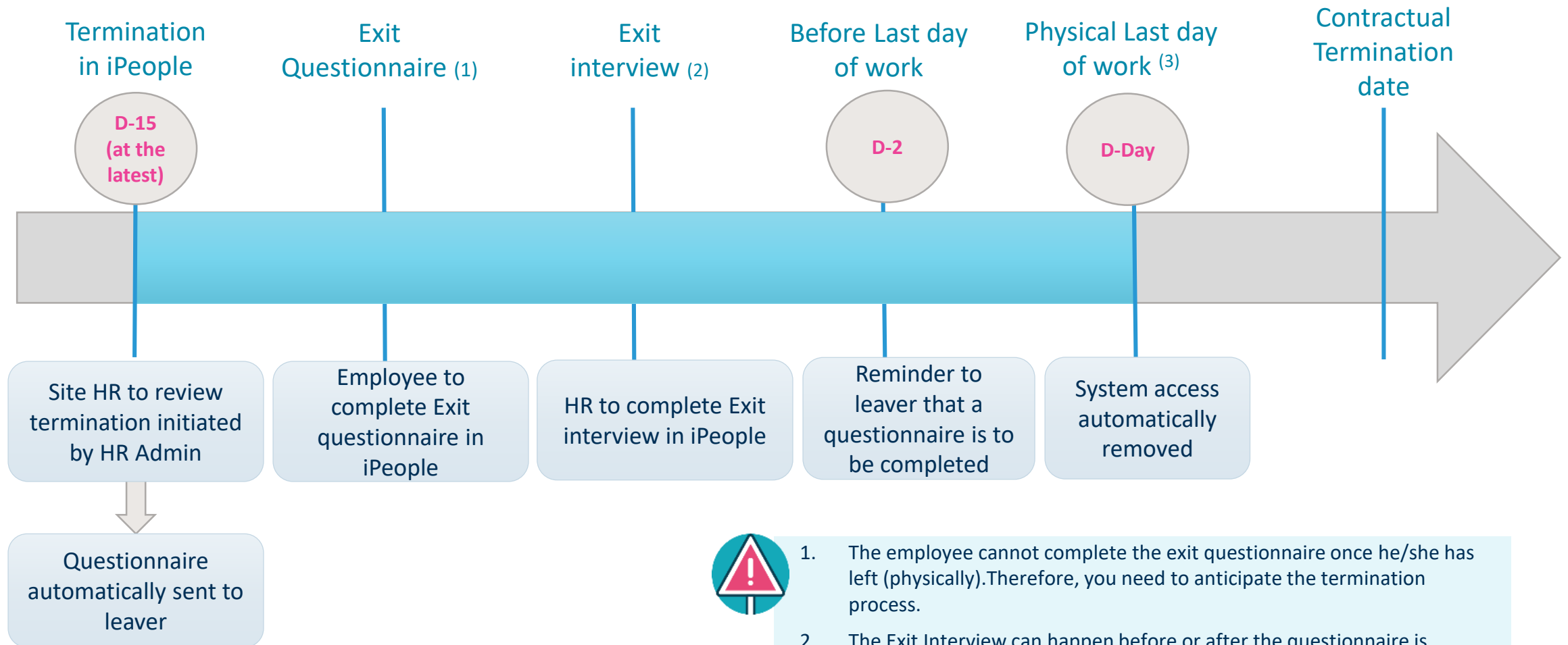
Exit Questionnaire – Current & Target Process



Current Process	Target Process
<ul style="list-style-type: none">▪ Interviews between HR and leavers with no systematic approach▪ In iPeople, exit interview is a «flag » in the termination process (free-text zone entered by HR BP) → the flags & free text are rarely completed▪ No systematic questionnaire	<ul style="list-style-type: none">▪ A questionnaire to all leavers with “voluntary” (1) or “Mutual agreement requested by the employee” reasons is triggered as soon as the termination is validated by HR▪ HR BP will have access to individual completed questionnaire within their scope▪ An interview btw HR and voluntary leavers is still recommended and compulsory for GLT members (this can be recorded in iPeople through the Exit interview free text zone)
No KPI possible	KPI analysis in iPeople/HR Insights

(1) *Voluntary departure as per HR Insights definition: “Voluntary” is to be used to qualify a departure where an employee with an open-ended contract decides to leave. Therefore, the 4 reasons for voluntary departure are: resignation, end of probation period at the employee’s request, mutual agreement at the employee’s request or retirement with voluntary reason.

Exit interview and questionnaire Process



1. The employee cannot complete the exit questionnaire once he/she has left (physically). Therefore, you need to anticipate the termination process.
2. The Exit Interview can happen before or after the questionnaire is completed
3. Last Day of Work may be the same as Termination Date

Reminder: Exit interview task for HR

Complete To Do

Exit Interview Actions

27 second(s) ago - Due 04/10/2020; Effective 05/10/2020

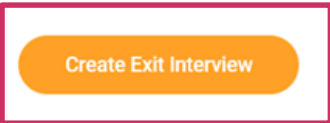
For [redacted]

Overall Process **Terminate** [redacted]

Overall Status Successfully Completed

Due Date 16/10/2020


Instructions Create exit interview in Workday.




 enter your comment

← Create Exit Interview


Terminate: [redacted] Actions

Exit Interview Date * 

Interviewed By 


Reason for Leaving

New Employer

Eligible for Rehire 

Exit Interview Comments

Property to be Returned

Return by Date 

Property Comments

Attachments

OK Cancel Drop files here

Structure of the template



Exit questionnaire

- Intro to explain the purpose of the questionnaire + disclaimer
- 8 closed-ended questions

- All answers are mandatory
- 5 min to complete
- HR are able to check the status (completed or not)

Exit questionnaire (1/2)

Employee Exit Questionnaire

You decided to leave Ipsen and we regret it. Your feedback is precious to identify how we could improve. We thank you in advance for taking the time to complete it.

Please consider that this questionnaire will be accessible to your HR Partner(s) only, who may reach out for more details if needed. Any analysis beyond your HR Partner will be strictly anonymized.

You have a right to access this questionnaire and/or to request it to be removed from iPeople even once submitted. Simply reach out to our HR Department.

Please do not forget to press **SUBMIT** to validate your questionnaire.

If there have been any compliance issues related to fraud, abuse, unethical or illegal practices or any other misconduct at Ipsen that you have not previously reported to your HR Partner, please report them to the Business Ethics speak-up line as per the Code of Conduct process.

Please feel free to leave a feedback on Social Media.

1. What is the main reason why you decided to leave Ipsen? (Required)

select one

2. What is the secondary reason why you decided to leave Ipsen? (Required)

select one

select one

select one

1.1 I lack career opportunities

1.2 I am dissatisfied with my compensation and benefits

1.3 I am dissatisfied with the culture at Ipsen

1.4 I am dissatisfied with my direct manager

1.5 I'm dissatisfied with the workload

1.6 I'm dissatisfied with the work environment

1.7 I'm dissatisfied with my role

1.8 I'm not aligned with the strategy of the Company

1.9 I received a more compelling offer for a similar role

1.10 I received a compelling offer for a larger role

1.11 I am changing career

1.12 I am leaving for personal and/or family reasons (distance, ...)

1.13 I am retiring

1.14 Other

select one

select one

2.1 I lack career opportunities

2.2 I am dissatisfied with my compensation and benefits

2.3 I am dissatisfied with the culture at Ipsen

2.4 I am dissatisfied with my direct manager

2.5 I'm dissatisfied with the workload

2.6 I'm dissatisfied with the work environment

2.7 I'm dissatisfied with my role

2.8 I'm not aligned with the strategy of the Company

2.9 I received a more compelling offer for a similar role

2.10 I received a compelling offer for a larger role

2.11 I am changing career

2.12 I am leaving for personal and/or family reasons (distance, ...)

2.13 I am retiring

2.14 Other

2.15 There is no secondary reason

Exit questionnaire (2/2)

3. To which extent would you say colleagues at Ipsen behave in line with our One Ipsen Ways of Being?

- 3.1 Totally
- 3.2 Most of the time
- 3.3 Sometimes
- 3.4 Not at all

4. Were you given a real opportunity to learn every day at Ipsen?

- 4.1 Absolutely
- 4.2 Most of the time
- 4.3 Sometimes
- 4.4 Never

5. Please assess the following statement: "I would recommend Ipsen as a great place to work".

- 5.1 Definitely
- 5.2 Probably
- 5.3 Probably not

6. Which of the following would make Ipsen a better employer? Please select up to 3 suggestions.

7. Please assess the following statement: "At Ipsen, I have felt comfortable and safe expressing my ideas"?

- 7.1 Always
- 7.2 Most of the time
- 7.3 Sometimes
- 7.4 Never

8. Please assess the following statement: "At Ipsen, my opinions and ideas have been listened to"?

- 8.1 Always
- 8.2 Most of the time
- 8.3 Sometimes
- 8.4 Never

- 6.1 More career advancement opportunities
- 6.2 Higher base pay and/or bonuses
- 6.3 Better benefits
- 6.4 Better organizational culture; stronger Diversity & Inclusion
- 6.5 Better quality of management
- 6.6 More empowerment
- 6.7 Reduced workload/stress
- 6.8 Additional resources to perform role/professional development
- 6.9 Better job security
- 6.10 Other