

Quick Guide

Moving on: new role, retirement, leaving the University.

Why it matters...

People may move on for a number of reasons – another job in the University, retirement, or resignation.

It is important that the experience of moving on is a positive one. Although the University and particular teams will want to retain people, it can only be positive if our employees receive a great development experience which allows them to go on to new things. This can also lead to new contacts and links for the team / University.

What do I need to do?

As part of regular development discussions, consider longer term goals. It may be that this can be accommodated at the University. But be open to the possibility that someone may want to move to a different role elsewhere.

Make sure the process of moving on is a smooth one. Follow the **leaver's checklist** (overleaf) when someone leaves.

Take the opportunity to learn by asking people about their experience in the role and what their suggestions would be for the future.

How it works



- Consider longer term goals as part of development discussions – it may be that future development moves can be accommodated at the University.
- If someone informs you of their intention to retire with lots of notice, start to think about managing the work in future.



- Support someone through the process of considering a move / attending interviews
- If leaving the University, make sure that any annual leave is taken and that any payroll or pensions issues are sorted out (see '**leavers checklist**' overleaf).



- When someone is leaving, it is important to understand why and a good time to get honest feedback from people about their experience in the role and at the University. (see '**Leaver's questionnaire**' overleaf)

Leaver's checklist (where leaving the University)

Check you have received formal notification through a resignation letter / email. Inform HR through the Leavers form .	
Ensure notice period is adhered to - consider any requests for a shorter notice.	
Consider future resourcing and start any recruitment process immediately.	
Agree the taking of outstanding leave. Any remaining leave will be paid for.	
Ensure that any outstanding pay is submitted through the Leavers form . Any outstanding expenses must be submitted.	
Check that any forwarding address is provided (this is important for the P45).	
If the individual is leaving the country and changing their bank account, payroll must be informed through Change of bank details form .	
Consider whether any information held on personal IT folders or emails needs to be shared. Email accounts will close the day after someone leaves. [See IT guidance.]	
Ensure that any customers or partners know who to contact in future.	
On the last day, ensure that the staff card is handed over.	

Please complete the [Leaver's Checklist \[link\]](#), which also covers the last day of work.

Contact [HR](#) for support.

Leaver's questionnaire

When someone who works for us is moving on, this is a really good time to get honest feedback. If someone is leaving because they have been unhappy about an aspect of their employment, it is really important we know about it.

There is a more detailed 'Leaver's questionnaire' [\[link\]](#) to be completed. This covers the following areas:

- What are your reasons for leaving?
- What do you think can be improved about the job?
- What do you feel are the good aspects of working at the University?
- What do you feel would improve the work experience or working conditions at the University?

Please return the questionnaire or any other feedback about the employee experience to [Organisational Development](#).