

# Template 1

## SUGGESTIONS FOR FORMS



### Forms Template:

At [NAME OF COMPANY], we know the challenges of working in a freelance-based industry. It's common for people to move between contracts quickly, often without the chance to receive feedback, career support or just saying goodbye to the company. This also means we miss out on valuable insights from our production teams to help us to learn to do things better.

Supportive Offboarding [or the company's own name for this initiative] is a confidential one-to-one chat designed to offer support as you transition to your next contract, whether it's with us or elsewhere. It's also a chance for us to learn from your experiences to improve as a company.

Would you like to take up the offer of a supportive end of contract chat? \*

☐

Yes

☐

No

Submit

\*Required

**Yes ...**

Your name \*

Enter your answer

Your job role / title \*

Enter your answer

Your work email address  
or can be personal if  
that's best for you \*

Enter your answer

Name of show or  
programme \*

Enter your answer

Production Company  
[if this is not obvious] \*

Enter your answer

## THE PROCESS OF SETTING UP A MEETING IS BEGUN

**No ...**

### END OF CONTRACT FEEDBACK

We appreciate that not everybody wants to have a one-to-one conversation to talk about themselves. However, we would still love to get some feedback from you.

Please spare 5 minutes just to answer the following online questions anonymously.

Before starting the survey, we wanted to give you some reassurance about what happens with your answers. This survey and data handling is being conducted by [name], using [software, eg. Microsoft software within the company]. Responses are collected in an anonymised form and will be aggregated to analyse the findings, all individual response level data is deleted and never used for profiling purposes.

\*Required

**Only use a questionnaire like this if you know the data is going to be properly analysed, interpreted and acted upon by the company. If not, don't waste everyone's time. It is likely to produce cynicism.**

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Name of show or programme \*

Enter your answer

Production Company [if appropriate] \*

Enter your answer

What length is your current contract? \*

- ☐ Less than 3 months
- ☐ 3-6 months
- ☐ 6-12 months
- ☐ More than a year

How did you find us as an employer? \*

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very dissatisfied

Tell us why?

Enter your answer

Have you enjoyed working on this show? \*

- ☐ Really enjoyed
- ☐ Enjoyed
- ☐ Neutral
- ☐ Didn't enjoy
- ☐ Really didn't enjoy

Tell us why?

Enter your answer

How manageable have you  
felt your workload to be? \*

- ☐ Very manageable
- ☐ Manageable
- ☐ OK
- ☐ Unmanageable
- ☐ Very unmanageable

Tell us why?

Enter your answer

How effectively do you feel your  
skills have been used? \*

- ☐ Very effectively
- ☐ Moderately effectively
- ☐ Neutral
- ☐ Less effectively
- ☐ Not effectively

Tell us why?

Enter your answer

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Have you felt clear about the expectations of your role? \*

- ☐ Very clear
- ☐ Fairly clear
- ☐ Neutral
- ☐ Somewhat unclear
- ☐ Not clear

Tell us why?

Enter your answer

Do you feel your skills have developed in your time on this production? \*

- ☐ Very much
- ☐ Moderately
- ☐ Neutral
- ☐ Slightly
- ☐ Not at all

Tell us why?

Enter your answer

Have you felt supported?

- ☐ Very supported
- ☐ Supported
- ☐ Neutral
- ☐ Slightly supported
- ☐ Not supported

Tell us why?

Enter your answer

How effective has communication been on this production? \*

- ☐ Excellent
- ☐ Good
- ☐ Neutral
- ☐ Fair
- ☐ Poor

Tell us why?

Enter your answer

Is there anything else you would like to tell us?

Enter your answer

You can print a copy of your answer after you submit