

**Personnel - Certified/Non-Certified**

**Exit Interviews**

When an employee transfers to another building and/or assignment, or terminates employment with the District, the employee may request and be granted an exit interview with the Principal and/or Superintendent, if agreed by all parties involved.

The District endorses the concept of exit interviews and believes valuable information can be gathered to benefit employees and the District. However, should there be extenuating circumstances; a request for an exit interview can be denied by the Superintendent.

INTERVIEW FORM

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

1. What reasons/factors influenced your decision to leave?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What did you like about your position/work at \_\_\_\_\_ Dislike?

\_\_\_\_\_  
\_\_\_\_\_

3. What did you like and dislike about your supervisor? (i.e. fair and impartial treatment, recognition, able to handle complaints, encouraged feedback, suggestions, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How did you get along with the other people in your school/department/etc.?

\_\_\_\_\_  
\_\_\_\_\_

5. How do you feel about:

- Salary: \_\_\_\_\_
- Advancement: \_\_\_\_\_
- Training: \_\_\_\_\_
- Performance Appraisals: \_\_\_\_\_
- Paid time off (Holidays, Vacation) \_\_\_\_\_
- Other Benefits: \_\_\_\_\_

6. Do you have another job/where?

\_\_\_\_\_  
\_\_\_\_\_

7. What improvements could be made to make \_\_\_\_\_ a better place to work?

\_\_\_\_\_  
\_\_\_\_\_

8. Additional comments:

\_\_\_\_\_  
\_\_\_\_\_