

HITCHCOCK ISD
CONFIDENTIAL EXIT INTERVIEW FORM

You are invited to complete this Exit Questionnaire and return to the Human Resources Department. Information obtained from the Exit Questionnaire is used to determine how HISD can better serve employees. Your input will remain anonymous.

Work Location

HHS CMS SES HPS KFHS C/O Maintenance Technology GGCC

Name: _____ **Date:** _____

New Address: _____ **Phone:** _____

Position: _____ **Dept:** _____

Supervisor: _____ **Employed from:** _____ **to:** _____

What initially attracted you to our district?

Did your job duties turn out as you expected? Yes No

If no, please explain:

Did you receive adequate support to do your job? Yes No

If no, please explain:

Reason for leaving (check all that apply)

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Better compensation | <input type="checkbox"/> Better Opportunity | <input type="checkbox"/> Dissatisfaction with supervisor | <input type="checkbox"/> Dissatisfaction with coworkers |
| <input type="checkbox"/> Career change | <input type="checkbox"/> Return to school | <input type="checkbox"/> Retirement | <input type="checkbox"/> Working conditions |
| <input type="checkbox"/> Health/family circumstance | <input type="checkbox"/> Relocation/transfer of family member | <input type="checkbox"/> Advancement Opportunity | |
| <input type="checkbox"/> Benefits | | <input type="checkbox"/> Other _____ | |

Did you leave to go to work in another district? Yes No

If yes, which one? _____

If you are leaving to work in another district, why did you choose that district? (check all that apply)

- | | | | |
|---------------------------------------|--|---|--|
| <input type="checkbox"/> Pay increase | <input type="checkbox"/> Work schedule | <input type="checkbox"/> Working conditions | <input type="checkbox"/> Advancement opportunity |
| <input type="checkbox"/> Benefits | <input type="checkbox"/> Shorter commute | <input type="checkbox"/> Other _____ | |

How would you rate your experience in our district?

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
Cooperation within your campus or department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication within your department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication within the district as a whole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication between you and your supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working relationship with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morale at your campus or in your department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and information provided to do your job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Overall employment experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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How would you rate your supervisor?

	<i>Almost Always</i>	<i>Sometimes</i>	<i>Seldom</i>
Treated me fairly and equally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treated me with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognized effort and good work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged cooperation and teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged/listened to suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responded to complaints and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managed employee issues appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Followed policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What did you like most about the district and your job?

What did you like least about the district and your job?

Do you have any suggestions for improvement for the district or your department/school?

Is there anything that has not been asked that you would like to share?

Would you recommend the district to others as a good place to work?

- Yes No

Would you recommend your school or department to others as a good place to work?

- Yes No

Would you return to work for the district?

- Yes, without reservation Yes, under different circumstances Not at all

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Employee Signature

Date