

DOUGLAS COUNTY SCHOOL DISTRICT

HUMAN RESOURCES

P. O. Box 1888
Minden, NV 89423
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EXIT INTERVIEW

We want to improve our personnel practices, thereby making the district a better place in which to work. Therefore, we would like to have your comments as to your reasons for leaving. Your answers will be kept confidential and used only for research purposes. Your cooperation is very much appreciated.

Date:	Employee Name:
Date of Hire	Last Date of Work:
Title:	Length of Service with District:
School Site/Department:	Supervisor:
Why have you decided to leave the district?	
What did you value about your employment here?	
What did you dislike about your employment here?	
What would you change about your job?	
How do you feel about your:	
Pay?	
Did you receive proper training for the position?	
Were your job responsibilities characterized correctly during the interview process and orientation?	
Did you have a positive experience with your co-workers? Supervisor? If not, why not?	
We try to be an employee-oriented district in which employees experience positive morale and motivation. What is your perception of employee morale and motivation at this district?	

Was your job (duties, expectations) represented correctly when you were hired? If no, please explain:
Did you feel that Human Resources provided you with sufficient information regarding employee benefits, hours of work, etc.? If no, what else would you have liked Human Resources to provide you information on?
Do you feel your work was appreciated? If not, please explain.
When you needed information or materials, tools and equipment to do your job, were you able to get it easily? If no, please explain.
Do you have another job? If yes, how does it compare with ours?
What could have been done to prevent your leaving?
What would you recommend to help us create a better workplace?
Would you consider working for the district in the future? Comment:
Can you offer any other comments that will enable us to understand why you are leaving, how we can improve, and what we can do to become a better employer?
Additional Comments:

Employee Signature: _____ Date: _____

Thank you for taking the time to complete this questionnaire. Best wishes in your all your future endeavors.