

Office of Human Resources  
31301 Evergreen Road, Beverly Hills, MI 48025  
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## EXITING EMPLOYEE INTERVIEW

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

Last Day of Work: \_\_\_\_\_ Location: \_\_\_\_\_

### **Reflecting Back:**

1. When you joined Birmingham Public Schools, what was it that attracted you? What did you like about us?
2. During your time at Birmingham Public Schools, to what extent did you experience those things that initially attracted you here?
3. During your time at Birmingham Public Schools, what did you like most about your experience?
4. During your time at Birmingham Public Schools, what did you like least about your experience?
5. If you had the option to make changes, what would you change?
6. Why are you leaving Birmingham Public Schools? What events, if any, led to your decision to leave?
7. What, if anything, could we have done to prevent your departure from Birmingham Public Schools?

8. How would you characterize the team and supervisor you worked with here? Were the relationships positive?

9. What are your future plans? (Where will you be working? Title? Compensation?)

10. What attracted you to the new opportunity?

11. Would you consider working for Birmingham Public Schools in the future?  Yes  No  
If no, why?

12. Describe the ideal candidate to fill the position you are vacating.

**Reality Check:**

How satisfied were you with: (0 Not Satisfied – 5 Extremely Satisfied).

	Not Satisfied 0	Slightly Satisfied 1	Moderately Satisfied 2	Satisfied 3	Very Satisfied 4	Extremely Satisfied 5	
	<b>Rate 0 – 5</b> (click on number)						<b>Weigh Top 3</b>
1. Your work	0	1	2	3	4	5	_____
2. Your compensation	0	1	2	3	4	5	_____
3. Your benefits (health, life, etc.)	0	1	2	3	4	5	_____
4. Working conditions	0	1	2	3	4	5	_____
5. The culture	0	1	2	3	4	5	_____
6. Internal communications	0	1	2	3	4	5	_____
7. Your training/preparation for job	0	1	2	3	4	5	_____
8. Support received to do your job	0	1	2	3	4	5	_____



9. Your professional growth/development	0	1	2	3	4	5	_____
10. Promotional Opportunities	0	1	2	3	4	5	_____
11. Coaching from supervisors	0	1	2	3	4	5	_____
12. Direction from Management	0	1	2	3	4	5	_____
13. Interaction with your peers	0	1	2	3	4	5	_____
14. Interaction with agency leadership	0	1	2	3	4	5	_____
15. Your client(s), internal and external	0	1	2	3	4	5	_____

**Comments:**

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

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