



Central Unified School District

Human Resources Department • 4605 N. Polk Avenue • Fresno, CA 93722 • (559) 274-4700 • www.centralunified.org

Notice of Resignation/Retirement and Exit Interview

Certificated

Classified

MSC

Name: _____ Social Security Number: _____

I, _____ give this written notice of my intention to voluntarily resign/retire from my employment with Central Unified School District. My last work day of work will be ____/____/____.

Job Title: _____ Site: _____

The reason I am leaving is: Resignation Retirement

(If additional space is needed, please use a separate sheet of paper):

Please send my W-2 to the following address: _____

Are you interested in working as a substitute employee in Central Unified? Yes No

If yes, for what position(s)? _____

Please be advised, if you are not going to become a substitute with CUSD, your employment record will be inactivated and any future work opportunities would require that you be re-fingerprinted at your expense.

Employee Signature

Date: _____

Site Administrator Signature

Date: _____

Department Supervisor Signature

Date: _____

Human Resources Signature

Date: _____

SUBMIT COMPLETED FORMS TO HUMAN RESOURCES: CERTIFICATED – ALEGDRA MEZA/ CLASSIFIED – ROSA ROMERO



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We appreciate learning more about your experiences during your employment with Central Unified School District. Your cooperation in answering the following questions in a forthright manner will allow us to evaluate our policies, employee training/retraining procedures and programs as we strive for continuous improvement.

Name:	How long were you employed with us?
Job Title:	Site/Department:
Why are you leaving the District? (Check the box that best describes your reason for leaving)	
<input type="checkbox"/> Retirement <input type="checkbox"/> Resignation/New employment <input type="checkbox"/> Other	
If “new employment”, please check the box that best describes your new position	
<input type="checkbox"/> Promotion <input type="checkbox"/> Better salary <input type="checkbox"/> Better benefits <input type="checkbox"/> More convenient location	

Your evaluation of the District

(Check the box that best describes your employment with the District)

Categories to Rank	Very Satisfied	Satisfied	Dissatisfied*	Very Dissatisfied*
Nature of job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilization of skills/training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training/development programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training received to do your job effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunities for advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediate Supervisor (IS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The quality of supervision you received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(IS) provided recognition on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications within your Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications within the District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morale in your department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School/District Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climate in my Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climate in the District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, as a place to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The District lives up to its mission/vision statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***If you marked any of the categories as “Dissatisfied” or “Very Dissatisfied”, please write your explanation on the next page.**



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What did you like best about your job? _____

What did you like least about your job? _____

Did you receive sufficient feedback about your performance between reviews? Yes No

What could your immediate supervisor do to improve his or her management style? _____

Did any district policies or procedures (or any other obstacles) make your job more difficult?

What would you improve to make our workplace better?

In what areas could the District improve to retain qualified personnel?

Would you recommend the District as a place to work?

Yes

No If "No" Why not?

Completing this form is optional, and neither this form nor any information contained herein shall be placed in your personnel file. Thank you for your assistance.