



HUMAN RESOURCES

EXIT INTERVIEW QUESTIONNAIRE

Work Location

☐ High school ☐ Middle school ☐ Elementary school ☐ Central office ☐ Other _____

Position

☐ Administrator ☐ Teacher ☐ Other Campus Professional ☐ Instructional Paraprofessional
☐ Non-Instructional Paraprofessional ☐ Auxiliary ☐ Other

Length of employment in the district

☐ 1 year or less ☐ 2–4 years ☐ 5–9 years ☐ 10–14 years ☐ 15 years or more

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:

How was your workload?

☐ Too much ☐ About right ☐ Too light

Main reason for leaving (check ONE)

☐ Better compensation
☐ Career change
☐ Personal/family obligations
☐ Dissatisfaction with supervisor
☐ Retirement
☐ Other _____

☐ Opportunity for advancement
☐ Return to school
☐ Relocation/transfer of family member
☐ Dissatisfaction with coworkers
☐ Working conditions

Other reasons for leaving (check all that apply)

☐ Better compensation
☐ Career change
☐ Personal/family obligations
☐ Dissatisfaction with supervisor
☐ Retirement
☐ Other _____

☐ Opportunity for advancement
☐ Return to school
☐ Relocation/transfer of family member
☐ Dissatisfaction with coworkers
☐ Working conditions

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)

☐ Pay increase
☐ Benefits
☐ Working conditions
☐ Other _____

☐ Work schedule
☐ Shorter commute
☐ Advancement opportunity

How would you rate your experience in our district?

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
Working relationship with supervisor	☐	☐	☐	☐
Working relationship with coworkers	☐	☐	☐	☐
Training provided to you	☐	☐	☐	☐
Salary	☐	☐	☐	☐
Benefits (e.g., health insurance, leave)	☐	☐	☐	☐
Facilities and safety	☐	☐	☐	☐
Supplies and equipment	☐	☐	☐	☐
Evaluation procedures	☐	☐	☐	☐
Opportunity for advancement	☐	☐	☐	☐
Supervisor support	☐	☐	☐	☐
Overall employment experience	☐	☐	☐	☐

How would you rate your supervisor?

	<i>Almost Always</i>	<i>Sometimes</i>	<i>Seldom</i>
Treated me fairly	☐	☐	☐
Treated me with respect	☐	☐	☐
Recognized effort and good work	☐	☐	☐
Encouraged cooperation and teamwork	☐	☐	☐
Encouraged/listened to suggestions	☐	☐	☐
Responded to complaints and problems	☐	☐	☐
Managed employee issues appropriately	☐	☐	☐

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 improving 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

Signature of Employee: _____ Date: _____