



# ALBERTVILLE

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## CITY SCHOOL SYSTEM

### Exit Interview Checklist

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Job Title: \_\_\_\_\_ Location: \_\_\_\_\_

#### Property & Contact Information

ID Badge

Keys

Centegix Badge

Board-Issued Equipment (list all below):

- Laptop  - iPad  - Cellphone  - Purchasing Card

- Other: \_\_\_\_\_

Attach a copy of inventory listing

Other: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Forwarding/New Address (if known): \_\_\_\_\_

Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_

#### Reasons for Leaving (Check all that apply)

Moving from the area  Family circumstances  Illness in family

Continuing education  Hired elsewhere  Maternity/Adoption

Dissatisfied (specify under 'Other')  To seek higher salary/benefits

Retirement  Other: \_\_\_\_\_

#### Departing Checklist

1. Would you recommend this school system to another person seeking employment?

Yes  No

2. Would you return to this school system to work if you had the opportunity?

Yes  No

3. What could Albertville City Schools have done better to enhance your employment experience?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_