

# EXIT INTERVIEW FORM

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

POSITION \_\_\_\_\_ DEPARTMENT/CAMPUS \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

Dates Worked: BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

Check appropriate type of termination:

- |   |  |
|---|--|
| <input type="checkbox"/> Dismissal      | <input type="checkbox"/> Retirement          |
| <input type="checkbox"/> Nonrenewal     | <input type="checkbox"/> Reduction in force  |
| <input type="checkbox"/> Resignation    | <input type="checkbox"/> Extended disability |
| <input type="checkbox"/> With notice    | <input type="checkbox"/> Other _____         |
| <input type="checkbox"/> Without notice |  |

Check all reasons for leaving (to be completed for all voluntary resignations):

- |   |   |
|---|---|
| <input type="checkbox"/> Moving from district | <input type="checkbox"/> Family circumstances           |
| <input type="checkbox"/> Returning to school  | <input type="checkbox"/> Position with other district   |
| <input type="checkbox"/> Took a new position  | <input type="checkbox"/> Dissatisfied with type of work |
| <input type="checkbox"/> Other: _____         |   |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check-out procedures

Where applicable, review and discuss the following items:

- |  |
|--|
| <input type="checkbox"/> District property |
| _____ Keys      _____ Equipment            |
| _____ Books     _____ Other                |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal / Supervisor Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY:

FACT Clearinghouse: unsubscribe

\_\_\_\_\_  
DATE

\_\_\_\_\_  
INITIAL

## EMPLOYEE SEPARATION QUESTIONNAIRE

Please rate your experience with the district	Excellent	Good	Fair	Poor	Comments
Working relationship with your supervisor					
Cooperation within department					
Cooperation with other departments					
Adequacy of orientation and training					
Workload					
Physical working conditions					
Availability of materials and equipment					
Evaluation procedures					
Recognition on the job					
Employee benefits					
Communications within the district					
Central administration support					
Community support for district					
Overall experience					
Additional comments:					

What did you like about your experience as a district employee?

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What did you dislike about your experience as a district employee?

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Do you have any comments or suggestions to improve the district?

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