

### EXIT INTERVIEW QUESTIONNAIRE

This optional questionnaire is designed to provide departing employees with an opportunity to express their opinions about various aspects of their employment with the **[Name of District]**. The information you provide will help the District make improvements which will benefit our employees. Upon completion, please return this form to the Superintendent.

Employee Name: \_\_\_\_\_ Building/Department: \_\_\_\_\_

Employee Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Length of Employment at District: \_\_\_\_\_ Date: \_\_\_\_\_

1. Please check the reason for leaving the District.
- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Resignation | <input type="checkbox"/> New Employment |
| <input type="checkbox"/> Retirement  | <input type="checkbox"/> Other _____    |

2. What is the District doing right? \_\_\_\_\_

Moderately right? \_\_\_\_\_

Poorly? \_\_\_\_\_

Very poorly? \_\_\_\_\_

3. How could conditions be improved? \_\_\_\_\_

4. What would you do to improve the situation that is causing you to leave? \_\_\_\_\_

5. How do other employees feel about the situation? \_\_\_\_\_

The District in general? \_\_\_\_\_

6. What isn't the District currently doing, that if it started to do, would improve things? \_\_\_\_\_

7. Please describe your general feelings about working here. \_\_\_\_\_  
\_\_\_\_\_
8. What were three things you enjoyed most about working here? \_\_\_\_\_  
\_\_\_\_\_
9. If you could change three things, what would they be? \_\_\_\_\_  
\_\_\_\_\_
10. Are there ideas that you have that you wish you could have implemented while you were here? \_\_\_\_\_  
\_\_\_\_\_
11. Please describe the three best things about working with your supervisor. \_\_\_\_\_  
\_\_\_\_\_

*Check the box that best describes your employment with the District in each stated category.*

<b>Categories to Rank</b>	<b>Very Satisfied</b>	<b>Satisfied</b>	<b>Dissatisfied</b>	<b>Very Dissatisfied</b>
Nature of job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance appraisals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of training/development programs	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediate supervisor provided fair & equal treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediate supervisor provided recognition on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Categories to Rank	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Communication within your department/building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication 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/building	<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 your 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"/>

12. If you marked any of the categories as “Dissatisfied” or “Very Dissatisfied,” please write your explanation below. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**End of Jamestown Public School District Exhibit DKEA-E**