



EXIT INTERVIEW

The Exit Interview process is your opportunity to provide valuable feedback on your time here with the department. Your feedback will assist in continuing to improve working conditions and morale in the work place. It will also help the department in its strategic efforts in creating and maintaining an effective workforce.

DEMOGRAPHICS

Employee Name		Employee Number	
Recent Job Title		Interview Date	
Program Name		Last Work Date	
Division Name		Supervisor Name	
Check Your Racial/ Ethnic Grouping	<input type="checkbox"/> Black, Not of Hispanic Origin	<input type="checkbox"/> White, Not of Hispanic Origin	<input type="checkbox"/> Hispanic
	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> No Response

REASONS FOR LEAVING

Check the Primary Reason(s) for Leaving LISD	Resignation	Department Transfer	Other (Please Specify) _____
	Retirement	Termination	_____

**Which of These Statements Most Accurately Represent the Primary Reason for Leaving the District
(Select One Primary Reason)**

Better Pay / Benefits	Return to School	Supervisor Issues	Working Conditions
Different Career Path	Commuting Hardships	More Challenging Job Opportunities	Other (Specify)
Personal/Family Health	Child/Family Care Issues	Unresolved Discrimination Practices	
Relocation	Self-Employment	Lack of Promotion/Advancement Opportunities	

**Which of These Statements Most Accurately Represent Other Secondary Reasons for Leaving the District
(Select 3 Secondary Reasons)**

Hostile Work Environment	Lack of Clear Expectations	Better Pay/Benefits	Return to School
Supervisor Issues	Lack of Leadership in Work Area	Commuting Hardships	Other (Specify)
Personal/Family Health	Child/Family Care Issues	Unreasonable Distribution of Workload	
Leaving Longview	Lack of Training Opportunities	Lack of Tools and Resources for My Job	

DEPARTMENT POLICIES

Does the District Have Clearly Defined Policies and Procedures in Place	Yes	No	Unsure
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Rate Your Experience of How the Policies and Procedures of the Department Were Enforced With Regards to These Statements

	Excellent	Above Average	Average	Poor	Extremely Poor
Well Managed					
Consistent					
Clear Expectations					
Fair Workplace					

AVAILABILITY OF WORK RESOURCES

Do You Feel You Had the Resources and Support Necessary to Accomplish Your Job?	Yes	No	Unsure
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If No, Please Specify What is Missing	Various Work Assignments Would be Given and it Would Take Time to Receive (or Have Access to) the Necessary Tools in Order to Complete Said Assignment
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Rate Your Experience of the Availability of Work Resources Necessary to Accomplish Your Job at Your Work Location

	Excellent	Above Average	Average	Poor	Extremely Poor
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SUPERVISOR RELATIONS

How Would You Rate the Relationship With Your Supervisor (Use the Scale to Rate the Quality of the Relationship)

	Excellent	Above Average	Average	Poor	Extremely Poor
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What Could Your Supervisor Do To Improve His/Her Management Style and Skill? (Choose All That Apply)

<ul style="list-style-type: none"> More Positive Re-Enforcement Utilize Active Listening Skills Provide Clearer Job Assignments Provide Frequent Reviews of Job Goals 	<ul style="list-style-type: none"> Provide Clearer Communications Maintain Confidentiality Lack of Leadership in Work Area Fair Disciplinary Measures
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Other (Please Specify)	
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FURTHER COMMENTS

What changes would you recommend the department to make?	
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Is there anything in relations to your job that had it changed, might have persuaded you to stay longer? If so, what?	
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What did you like best about working in the department?	
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What did you like least about working in your department / program?	
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Are there any other comments you would like to include?	
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Typing name and checking box indicates approval of official signature

Date

Human Resources Representative Signature

Date