

**SHARYLAND ISD
EMPLOYEE EXIT INTERVIEW FORM**

Name _____ Dates Employed _____ - _____
From To

Job Title _____ Campus/Department _____

Forwarding Address _____
Street Address

City State Zip
Phone () _____

Check 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 circumstance |
| <input type="checkbox"/> Returning to school | <input type="checkbox"/> Took a new position |
| <input type="checkbox"/> Dissatisfied with type
of work | |
| <input type="checkbox"/> Other | _____ |

Comments: _____

Employee questionnaire (to be completed by the employee): Please rate your experience in Sharyland ISD in regard to the following.



Check the appropriate boxes	Excellent	Good	Fair	Poor
Working relationship with your supervisor				
Cooperation within department				
Cooperation with other departments				
Adequacy of job orientation and training				
Workload				
Physical working conditions				
Availability of materials/equipment				
Evaluation procedures				
Recognition on the job				
Employee benefits				
Communication within the district				
Central administration support				
Community support for district				
Overall experience				

CONT. EXIT INTERVIEW FORM

What surprised you most when you came to work here? _____

What issues do you see facing this campus? _____

If you were the school leader what would you do differently? _____

Has SISD been open and aware of your needs? _____

Has SISD offered opportunities to help you grow professionally? _____

Have you had the tools and support you needed to be successful? _____

What did you like best about your job here? _____

How could we improve your position to make the next person more comfortable and productive? _____

What did you dislike about your responsibilities? _____

Describe the school as you see it. What do you think is missing? _____

What will you take from this job and apply to your next position? _____

What words of wisdom would you leave for your replacement? _____

Would you recommend Sharyland ISD to others as a place to work?

___ Yes

___ Yes, with reservation(s)

___ No

Employee signature

Date

Interviewed by

Date