

EXIT INTERVIEW QUESTIONNAIRE

This questionnaire is designed to provide departing employees with an opportunity to express their opinions about various aspects of their employment with the Hemet Unified School District. The information you provide will help us to make improvements which will benefit our employees. **Upon completion, please send this form to Human Resources, Attention: Darel Hansen, Assistant Superintendent.**

Employee Name: _____ Site/Department: _____

Employee's Title: _____ Supervisor's Name: _____

Length of Employment in Current Position: _____ Date: _____

1. Please check the reason for leaving your current position:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Lay off |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Dismissal |
| <input type="checkbox"/> Other (explain) _____ | |

2. Please check any of the following which contributed to your decision to leave your current position:

- | | |
|--|--|
| <input type="checkbox"/> Better job opportunity | <input type="checkbox"/> Family circumstances |
| <input type="checkbox"/> Working conditions | <input type="checkbox"/> Health reasons |
| <input type="checkbox"/> Content / type of work | <input type="checkbox"/> Returning to school |
| <input type="checkbox"/> Salary | <input type="checkbox"/> Military Service |
| <input type="checkbox"/> Quality of supervision | <input type="checkbox"/> Self-Employment |
| <input type="checkbox"/> Commuting distance | <input type="checkbox"/> Moving from area |
| <input type="checkbox"/> Workload | <input type="checkbox"/> Lack of recognition for work |
| <input type="checkbox"/> Better fringe benefit package | <input type="checkbox"/> Lack of opportunity for advancement |
| <input type="checkbox"/> Other (explain) _____ | |

3. What did you like best about your job? (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Salary | <input type="checkbox"/> Quality of supervision |
| <input type="checkbox"/> Co-workers | <input type="checkbox"/> Training and educational opportunities |
| <input type="checkbox"/> Fringe benefits | <input type="checkbox"/> Convenient location |
| <input type="checkbox"/> Opportunity for advancement | <input type="checkbox"/> Recognition of work |
| <input type="checkbox"/> Other (explain) _____ | |

4. What did you like least about your job? (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Salary | <input type="checkbox"/> Quality of supervision |
| <input type="checkbox"/> Co-workers | <input type="checkbox"/> Lack of training & educational opportunities |
| <input type="checkbox"/> Fringe Benefits | <input type="checkbox"/> Lack of recognition for work |
| <input type="checkbox"/> Opportunity for advancement | |
| <input type="checkbox"/> Other (explain) _____ | |

5. How would you describe the following aspects of your job responsibilities?

	Agree	Disagree	Not Decided
a. Job was challenging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Skills were effectively used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Knowledge of the job was sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Orientation to the job was effective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Job training was adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Workload was reasonable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Job description accurately reflected my job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Please rate the following in your department:

	Excellent	Fair	Poor	No Opinion
a. Friendliness and cooperation of fellow employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Cooperation within the department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Cooperation with other departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Quality of equipment provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Physical working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Performance appraisal/evaluation process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. How would you describe your supervisor?

	Agree	Disagree	Not Decided
a. Gave fair and equal treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Was available to discuss job related issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Welcomed suggestions, encouraged feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Maintained consistent policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Provided recognition for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Encouraged cooperation among staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Provided development opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Resolved complaints and grievances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Demonstrated leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Gave clear instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. What improvements could be made to make Hemet Unified School District a better place to work?

Received in Human Resources

Date: _____

Administrator Initials _____