ALABASTER
CITY SCHOOLS
CHAMPIONS OF OUR FUTURE

Exit Interview Checklist

Name_____ **Social Security Number**_____

Job Title_____ **Location**_____

_____**ID Badge (send to HR with this completed form)**

_____**Keys**

_____**Board Issued Equipment (laptop, I-Pad, tablet, telephone, walkie-talkie, etc.) please list:**

_____

_____**Other** _____

_____**E-mail Disabled (Central Office)**

Current mailing address:_____

New or forwarding address, if known:_____

Telephone:_____**Secondary (Cell):**_____**Personal e-mail:**_____

Reasons for Leaving					
Check all the applicable reasons:					
	Moving from the area		Continue Education		Dissatisfied (specify reason(s) under Other)
	Family Circumstances		Hired Elsewhere		To seek higher salary and more benefits
	Illness in family		Maternity/adoption		Resignation
	Other (please specify)				

Departing Checklist		
Please check the box that most clearly represents your views.	Yes	No
1. Would you recommend this school system to another person seeking employment?	☐	☐
2. Would you return to this school system to work if you had the opportunity?	☐	☐
3. What could the Alabaster City School System have done better to enhance your employment experience?		
Employee Signature _____ Date _____		
Principal/Supervisor Signature _____ Date _____		
Chief Human Resources Officer _____ Date _____		