EXIT INTERVIEW QUESTIONNAIRE

As an employee (contractor) separating from Flint Community Schools (FCS), your comments are a valuable source of information regarding your employment experience with the District. I hope that you will be candid with your answers to the questions so we may gain from your experience at FCS. We appreciate you taking about 8-10 minutes to answer the following questions.

Please be assured that your questionnaire will not become a part of your permanent personnel file and your comments will in no way affect opportunities for rehire should you desire to seek employment again with the District. The District strives to maintain a positive working environment, attract great talent and retain the best employees. Your suggestions, comments, and observations will aid us in accomplishing this goal.

Name _____________________________ Location________________________

Job Title __________________________ Date of Hire____________________

Separation Date ___________ Supervisor’s Name (optional)________________

What prompted you to seek alternative employment?
[ ] Type of Work [ ] Quality of Supervision
[ ] Compensation [ ] Work Conditions
[ ] Lack of Recognition [ ] Family Circumstances
[ ] Company Culture [ ] Career Advancement Opportunity
[ ] Business/Product Direction [ ] Other: ____________________________

Before making your decision to leave, did you investigate other options that would enable you to stay? [ ] Yes [ ] No

If "YES", please describe

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What did you like BEST about your career at FCS? _______________________________________
____________________________________________________________________________________
____________________________________________________________________________________
What did you like LEAST about your career at FCS? 

________________________________________________________________________________________

________________________________________________________________________________________

What is the most significant change you have observed during your tenure? 

________________________________________________________________________________________

________________________________________________________________________________________

Do you have any suggestions for improvement? [ ] Yes [ ] No 

________________________________________________________________________________________

________________________________________________________________________________________

How frequently did you receive performance feedback? 

________________________________________________________________________________________

________________________________________________________________________________________

Did you receive your performance appraisals on time? [ ] Yes [ ] No 
If "NO", please describe: 

________________________________________________________________________________________

________________________________________________________________________________________

How were they helpful/not helpful? 

________________________________________________________________________________________

________________________________________________________________________________________

When was your last appraisal? 

________________________________________________________________________________________

How frequently did you have discussions with your manager about your career goals? 

________________________________________________________________________________________

________________________________________________________________________________________

Were there opportunities for career advancement? [ ] Yes [ ] No 
If NOT, do you know why? 

________________________________________________________________________________________

________________________________________________________________________________________
Do you feel you were kept informed of organizational expectation, policies, and procedures?

__________________________________________________________________________________________

Circle the number that corresponds to your opinion on the topics below pursuant to this rating:
(1) Very Dissatisfied (2) Dissatisfied (3) Neutral (4) Slightly Satisfied (5) Very Satisfied

The Job
1. Training you received
2. Opportunity to use your abilities and skills
3. Opportunity to do challenging and interesting work
4. Workload
5. Recognition of the work you did
6. Amount of responsibility you received
7. Wages and Benefits

Additional comments:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Circle the number that corresponds to your opinion on the topics below pursuant to this rating:
(1) Very Dissatisfied (2) Dissatisfied (3) Neutral (4) Slightly Satisfied (5) Very Satisfied

Your Supervisor and Working Environment
1. Immediate supervisor’s qualities as a manager
2. Immediate supervisor’s regard to recognition, reward, etc.
3. Immediate supervisor’s awareness/understanding of your problems
4. Immediate supervisor’s interest in your career development
5. Supervisor’s review of your performance
6. Communication among your coworkers
7. Rate of cooperation among your coworkers

Additional Comments:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
What do you see as your major contribution to our Flint students? __________________________
_________________________________________________________________________________
_________________________________________________________________________________

What do you see as your major contribution to a Flint school/office? __________________________
_________________________________________________________________________________
_________________________________________________________________________________

What do you see as your major contribution to the Flint school system? __________________________
_________________________________________________________________________________
_________________________________________________________________________________

Final comments about your job and/or Flint Community Schools:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Would you recommend this District to a friend as a place to work?

[ ] Yes, without reservations   [ ] Yes, with reservations   [ ] No

Employee Signature ___________________________ Date _____ / _____, 20___

Interviewed By ___________________________ Date _____ / _____, 20___

Job Title ___________________________