



DIVISION OF HUMAN RESOURCES

EXIT INTERVIEW QUESTIONNAIRE FOR NON-INSTRUCTIONAL EMPLOYEES

The School Board requires that all employees leaving the district's employment complete an Exit Interview Questionnaire. **THIS FORM IS FOR INTERNAL DATA COLLECTION PURPOSES ONLY AND WILL NOT BE PLACED IN YOUR PERSONNEL FILE.**

DIRECTIONS: Prior to your last day of employment, please complete (*PRINT*) and return this form to the Personnel Services Department.

NOTE: This form does not replace the School Board's "Separation from Service" form that you still must complete and have signed by your principal/supervisor.

| EMPLOYEE INFORMATION | |
|--|-----------------------------|
| Name: | Employee I.D. No.: |
| Worksite: | Worksite Location Code No.: |
| Date: | Position: |
| Length of Service at Current Location: | Separation Date: |

REASON FOR SEPARATION FROM POSITION

| | | |
|---|---|---|
| Voluntary: <input type="checkbox"/> Resignation | Involuntary: <input type="checkbox"/> Probationary <input type="checkbox"/> Performance <input type="checkbox"/> Reduction in Force (27) | Other: <input type="checkbox"/> Specify: _____ _____ |
| If voluntary separation was selected above, please indicate the reason(s): | | |
| <input type="checkbox"/> Family/personal reasons (01) <input type="checkbox"/> Relocation (16) <input type="checkbox"/> End of temporary appointment (26) <input type="checkbox"/> Retirement (70) <input type="checkbox"/> Inadequate salary (80) <input type="checkbox"/> Dissatisfaction with supervisor (82) | <input type="checkbox"/> Dislike/unsuitable for assigned duties (83) <input type="checkbox"/> Return to continuing education (84) <input type="checkbox"/> Stress on job (85) <input type="checkbox"/> Lack of opportunity for advancement (86) <input type="checkbox"/> Other; Specify: _____ (89) | |

FUTURE EMPLOYMENT

If you have accepted employment elsewhere, please indicate one of the following:

| | |
|---|--|
| <u>Accepted another position</u> <input type="checkbox"/> at a nonpublic school within the district (11) <input type="checkbox"/> within another district in Florida <input type="checkbox"/> outside the State of Florida | <u>Accepted a position outside the field of education</u> <input type="checkbox"/> within the same county <input type="checkbox"/> within another county in Florida <input type="checkbox"/> outside the State of Florida |
| <u>Accepted another position in the field of education</u> <input type="checkbox"/> within the same district <input type="checkbox"/> within another district in Florida <input type="checkbox"/> outside the State of Florida | <u>Not applicable</u> <input type="checkbox"/> decline to disclose future plans <input type="checkbox"/> have not accepted employment elsewhere |

SIGNATURE

| | |
|-----------------|-------------|
| Employee: _____ | Date: _____ |
|-----------------|-------------|