

[School Logo]
[Contact details]

Exit Interview

Name: _____

Date: _____

What is your main reason for leaving?

What other reasons do you have for leaving [school's name]?

How did you find your induction when you started here?

What has been good/enjoyable/satisfying working with us?

What has been frustrating/difficult/upsetting working with us?

What extra responsibilities would you have liked to be given?

Is there anything we could have done differently to enable greater use of your capabilities?

How well do think your training and development needs were assessed and met?

What training and development did you find most helpful and enjoyable?

How did you find the communication within the school?

How would you describe the culture or 'feel' of the school?

How did you find relations/collaboration within the school?

Were there opportunities to provide feedback?

How do you feel in general about [school's name]?

Any additional comments?

If you are accepting a new position, please reply to the following questions.

What particularity attracted you to apply for your new role?

What are they offering that we are not?

Signature: _____

[School Logo]
[Contact details]

Exit Interview for fixed-term employees

(For employees employed for less than a year)

Name: _____

Date: _____

What did you think about our recruitment and induction process?

Did the reality alter from your expectations when you first joined us?

How could you have been helped to better know/understand/work of other departments of the school?

What would you say about how you were motivated, and how that could have been improved?

What has been good/enjoyable/satisfying working with us?

What has been frustrating/difficult/upsetting working with us?

What can you say about the way you were managed? On a day to day basis? And on a month to month basis?

Have you had any employment issues while working with us?

Would you consider working again for us if the situation was right?

If you are accepting a new position, please reply to the following questions.

What particularity attracted you to apply for your new role?

What are they offering that we are not?

How do you feel in general about [school's name]?

Any additional comments?

Signature: _____