

La Joya Independent School District

Exit Interview Form

Name _____ Dates Employed _____

Position _____ Department/Campus _____

Forwarding Address _____

Phone Number: _____

Check appropriate type of termination:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Dismissal | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Non-renewal | <input type="checkbox"/> Reduction in force |
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Extended disability |
| ___ With notice | |
| ___ Without notice | |

Check all reasons for leaving (to be completed for all voluntary resignations):

- | | | |
|---|---|--|
| <input type="checkbox"/> Moving from district | <input type="checkbox"/> Family circumstances | <input type="checkbox"/> Took a new position |
| <input type="checkbox"/> Returning to school | <input type="checkbox"/> Dissatisfied with type of work | |
| <input type="checkbox"/> Other _____ | | |

Comments: _____

Checkout procedures (where applicable, review and discuss the following items):

- | | |
|--|--|
| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> District property |
| <input type="checkbox"/> Group life insurance | ___ Keys ___ Other |
| <input type="checkbox"/> Unemployment insurance | ___ Books ___ Equipment |
| <input type="checkbox"/> Disability insurance | |
| <input type="checkbox"/> Authorization for release of employment information | |

Comments: _____

Reviewed By _____

Date _____

La Joya Independent School District

Authorization For Release of Employment Information

I hereby authorize the La Joya Independent School District and its duly authorized representatives to release information concerning or relating to my employment with the school district. This employment information, both oral and written, may include material contained in my personnel file and evaluative statements and judgment from my former supervisors. This employment information includes, but is not limited to, academic, salary, achievement, performance, attendance, personal history, disciplinary records, and employment information.

I hereby release any individual providing reference or employment information under this authorization including record custodians from any and all liability for damages of whatever kind or nature that may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Name of former employee

Signature

Date

La Joya Independent School District

Employee Questionnaire

Employee questionnaire (to be completed by the employee):

<i>Please rate your experience with the district</i>	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Comments</i>
Working relationship with your supervisor					
Cooperation within department					
Cooperation with other departments					
Adequacy of orientation and training					
Workload					
Physical working conditions					
Availability of materials and equipment					
Evaluation procedures					
Recognition on the job					
Employee benefits					
Communication within the district					
Central administration support					
Community support for district					
Overall experience					
Additional Comments:					

What surprised you most when you came to work here? _____

What issues do you see facing this campus/district? _____

If you were the school leader what would you do differently? _____

Has La Joya ISD been open and aware of your needs? _____

Has La Joya ISD offered opportunities to help you grow professionally? _____

Have you had the tools and support you needed to be successful? _____

Employee Questionnaire (con't)

What did you like best about your job here? _____

How could we improve your position to make the next person more comfortable and productive? _____

What did you dislike about your responsibilities? _____

Describe the school as you see it. What do you think is missing? _____

What will you take from this job and apply to your next position? _____

What words of wisdom would you leave for your replacement? _____

Would you recommend the district to others as a place to work?

Yes

Yes with reservations

No

Why? _____

Employee Signature

Date

Interviewed By

Date