

**BROCK ISD EXIT INTERVIEW/SURVEY FORM**

**Work Location**

- High school  Middle school  Elementary school  Central office  Other \_\_\_\_\_

**Position**

- Administrator  Teacher  Other Campus Professional  Instructional Paraprofessional  
 Noninstructional Paraprofessional  Auxiliary  Other \_\_\_\_\_

**Length of employment in the district**

- 1 year or less  2–4 years  5–9 years  10–14 years  15 years or more

**What initially attracted you to our district?**

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**Did your job duties turn out as you expected?**  Yes  No If no, please explain:

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**Did you receive adequate support to do your job?**  Yes  No If no, please explain:

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**How was your workload?**

- Too much  About right  Too light

**Main reason for leaving (check ONE)**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Better compensation         | <input type="checkbox"/> Opportunity for advancement          | <input type="checkbox"/> Dissatisfaction with supervisor | <input type="checkbox"/> Dissatisfaction with coworkers |
| <input type="checkbox"/> Career change               | <input type="checkbox"/> Return to school                     | <input type="checkbox"/> Retirement                      | <input type="checkbox"/> Working conditions             |
| <input type="checkbox"/> Personal/family obligations | <input type="checkbox"/> Relocation/transfer of family member | <input type="checkbox"/> Other _____                     |   |

**Other reasons for leaving (check all that apply)**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Better compensation         | <input type="checkbox"/> Opportunity for advancement          | <input type="checkbox"/> Dissatisfaction with supervisor | <input type="checkbox"/> Dissatisfaction with coworkers |
| <input type="checkbox"/> Career change               | <input type="checkbox"/> Return to school                     | <input type="checkbox"/> Retirement                      | <input type="checkbox"/> Working conditions             |
| <input type="checkbox"/> Personal/family obligations | <input type="checkbox"/> Relocation/transfer of family member | <input type="checkbox"/> Other _____                     |   |

**Did you leave to go to work in another district?**  Yes  No

If yes, which one? \_\_\_\_\_

**If you are leaving to work in another district, why did you choose that district? (check all that apply)**

- |                                       |  |   |  |
|---------------------------------------|--|---|--|
| <input type="checkbox"/> Pay increase | <input type="checkbox"/> Work schedule   | <input type="checkbox"/> Working conditions | <input type="checkbox"/> Advancement opportunity |
| <input type="checkbox"/> Benefits     | <input type="checkbox"/> Shorter commute | <input type="checkbox"/> Other _____        |  |

## BROCK ISD EXIT INTERVIEW/SURVEY FORM

### How would you rate your experience in our district?

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
Working relationship with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working relationship with coworkers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training provided to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits (e.g., health insurance, leave)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplies and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity for advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall employment experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### How would you rate your supervisor?

	<i>Almost Always</i>	<i>Sometimes</i>	<i>Seldom</i>
Treated me fairly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treated me with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognized effort and good work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged cooperation and teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged/listened to suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responded to complaints and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managed employee issues appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### What did you like most about the district and your job?

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### What did you like least about the district and your job?

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### Do you have any suggestions for improvement for the district or your department/school?

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### Is there anything that has not been asked that you would like to share?

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

- Yes       No

### Would you recommend your school or department to others as a good place to work?

- Yes       No

**BROCK ISD EMPLOYEE SEPARATION CHECKLIST**

<b>Name</b> _____
<b>Position</b> _____

<b>Last Workday</b> _____
<b>Campus/Dept</b> _____

<b>Forwarding Address</b> _____
_____
<b>Phone</b> _____
<b>Email</b> _____

**Check-out Procedures**

Where applicable, review and discuss the following items:

Return of district property

- |                                |   |  |   |
|--------------------------------|---|--|---|
| <input type="checkbox"/> Keys  | <input type="checkbox"/> Computer         | <input type="checkbox"/> Phone                 | <input type="checkbox"/> Other electronic devices |
| <input type="checkbox"/> Books | <input type="checkbox"/> Security Card/ID | <input type="checkbox"/> Other equipment/tools | <input type="checkbox"/> Other _____              |

- Continuation of health and other insurance
- Authorization for release of employment information
- Notification to court and recipient of child or spousal support
- Delivery of last paycheck
  - Provided at exit interview
  - Mailed/direct deposit after termination date
- Request to have voicemail, e-mail, and network access disabled
- Unsubscribe to individual's criminal history information in DPS database (FACT)
- Employee exit survey/questionnaire

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

Interviewed by \_\_\_\_\_

Date \_\_\_\_\_

