Exit Interview – Personal

Scheduling a 30-minute personal interview:

As part of NSSEO’s Continuous Improvement Plan I would like to schedule a 30-minute Exit Interview with you. Your individual responses will be treated confidentially and are not part of your personnel file. The information you provide is vital and will assist us in analyzing our retention and recruitment plan. Your time is greatly appreciated.

Questions:

1. Why did you start looking for a new position?
2. Was there a single event responsible for your decision to leave?
3. What does your new district or employment offer that encouraged you to accept their offer?
4. What do you value about NSSEO?
5. What do you see as some challenges with the district? Your position? School/Program?
6. What could your Principal/Supervisor do to improve the school/program?
7. What did you enjoy most about your position?
8. What did you dislike about your position? What would you change?
9. Do you feel you have the resources and support necessary to accomplish your job? If not, what was missing?
10. Did you have clear-cut goals and know the expectations of your position?
11. Did the evaluation process give adequate feedback on how your performance could improve?
12. Did you feel a part of the accomplishments of your school/program?
13. What would you recommend to help us create a better work environment?
14. Would you recommend NSSEO as a good place to work to your friends, family, and colleagues?
15. Any other comments you can offer to help us improve our services to students?

Closing: End the Exit Interview on a positive note. Wish the employee success in their new endeavor and end graciously.

Use results of Exit Interviews and Surveys and part of the Retention and Recruitment strategies and the Continuous Improvement Plan.