

SECTION 450 EXIT INTERVIEW

The Portage Community School District is committed to the employment of the best qualified candidate for the position. Periodically employees leave the employment of the Portage Community School District for various reasons. The opinions of those employees can be a source of information that can further strengthen the total employment program of the school district.

Administrators will periodically conduct exit interviews with terminating personnel. The purpose of these interviews will be to gather information that will be of benefit to the district.

The exit interview shall be optional for the employee.

1st Reading – Nov. 10, 1986

2nd Reading – Dec. 8, 1986

Approved – Dec. 8, 1986

Revised – May 10, 1999

Revised – Dec. 11, 2000

As a staff member who is terminating employment with the Portage Community School District, your thoughts and opinions regarding your experiences in Portage could be a source of information that might further strengthen the total school program.

We would appreciate a few moments of your time to complete this questionnaire. Please answer sincerely and objectively. Return your questionnaire to the District Administrator:

Please indicate the employee classification in which you were employed?

_____ Teacher	_____ Aide	_____ Administrator
_____ Clerical	_____ Custodial	_____ Other
_____ Food Service	_____ Maintenance	_____ _____

1. ASPECTS OF JOB (what was liked and disliked about the work)

2. WORKING RELATIONSHIPS (supervisor, fellow employees and students)

3. CAREER DEVELOPMENT (inservice training opportunity for advancement, etc.)

4. COMPENSATION AND WORKING CONDITIONS (pay, benefits, physical aspect of work environment)

OVER

