



Faribault Public Schools
EXIT INTERVIEW QUESTIONNAIRE

As your employment with the Faribault Public Schools ends, it would be very helpful to us if you would take a few minutes to complete this Exit Interview Questionnaire by email or mail it to 710 17th Street SW Faribault, MN 55021. Your candid assessment of the school district may be used to propose changes needed to assist us with improving the employment experience for current and future employees. Responses will be used in a confidential manner to bring about a better workplace.

Employee Name: _____

Position: _____ Building: _____

Supervisor Name: _____

1. What is your reason for leaving your position with the school district?
2. What could the district have done to have kept you in your current position?

3. How would you rate the following:

	Excellent	Good	Fair	Poor
Working environment/atmosphere..... Comments:	_____	_____	_____	_____
Rapport between administration and staff.. Comments:	_____	_____	_____	_____
Communication at district-wide level..... Comments:	_____	_____	_____	_____
Communication at building-department level Comments:	_____	_____	_____	_____
“Teamwork” at building-department level..... Comments:	_____	_____	_____	_____
Adequacy of training..... Comments:	_____	_____	_____	_____
Wage / Salary..... Comments:	_____	_____	_____	_____
Benefits..... Comments:	_____	_____	_____	_____

4. Rate the quality of supervision received from your direct supervisor:	Excellent	Good	Fair	Poor
Demonstrated fair and equal treatment..... Comments: _____	_____	_____	_____	_____
Provided positive recognition and feedback Comments: _____	_____	_____	_____	_____
Handled complaints and suggestions fairly Comments: _____	_____	_____	_____	_____
Followed consistent policies and practices... Comments: _____	_____	_____	_____	_____
Communicated pertinent information..... Comments: _____	_____	_____	_____	_____
Welcomed suggestions and feedback from employees..... Comments: _____	_____	_____	_____	_____
Expressed instruction and expectations in a clear manner..... Comments: _____	_____	_____	_____	_____
Exhibited professionalism and held himself/herself to high expectations and standards as well as the staff under direct supervision..... Comments: _____	_____	_____	_____	_____

5. Were you placed in the right job (If no, what position would have been a better 'fit' for you)?

6. Could you have handled additional responsibility? (if yes, please describe)

7. Did you understand district policies, procedures, and rules? Were they appropriate?

8. How would you rate the district as a place to work (scale of 1-10)? (10 being the 'best' place to work)

9. Would you recommend others to seek employment with the school district?

YES _____ Yes, with reservations _____ NO _____

10. What was the one thing you liked best & least about working here?

- Best
- Least

Additional Comments:

Thank you for your willingness to complete this questionnaire. We appreciate your time and input.

Sincerely,
Human Resources Department