

GCQC-EC

EXHIBIT

**RESIGNATION OF PROFESSIONAL
STAFF MEMBERS**

**MINGUS UNION HIGH SCHOOL DISTRICT
EMPLOYEE EXIT INTERVIEW QUESTIONS**

Employees are required to complete an exit interview questionnaire form prior to the release of their final pay warrant. This form must be returned to Human Resources on the last day of work.

This questionnaire is designed to provide departing employees with an opportunity to express their opinions about various aspects of their employment with the Mingus Union High School District. The information you provide will help us to make improvements which will benefit our employees. Upon completion, please send this form to Human Resources/Payroll.

Employee Name: _____ Site/Department:

Employee's Title: _____ Supervisor's
Name: _____

Length of employment in current position: _____
Date: _____

1. Please check the reason for leaving your current position:

Resignation

Lay off

Retirement

Dismissal

Other _____ (explain)

2. Please check any of the following which contributed to your decision to leave your current position:

Better job opportunity
 Family circumstances

Working conditions
 Health reasons

Content / type of work
 Returning to school

Salary
 Military Service

Quality of supervision
 Self-Employment

Commuting distance
 Moving from area

Workload
 Lack of recognition for work

Better fringe benefit package
 Lack of opportunity for advancement

Other (explain)

3. What did you like best about your job? (check all that apply)

Salary
 Quality of supervision

Co-workers
 Training and educational opportunities

Fringe benefits
 Convenient location

Opportunity for advancement
 Recognition of work

Other (explain)

4. What did you like least about your job? (check all that apply)

- Salary of supervision
 Quality of supervision
 Co-workers
 Lack of training & educational opportunities
 Fringe Benefits
 Lack of recognition for work
 Opportunity for advancement

Other _____ (explain)

5. How would you describe the following aspects of your job responsibilities?

| | Agree | Disagree | Not Decided |
|--|-------|----------|-------------|
| a. Job was challenging. | | | |
| b. Skills were effectively used. | | | |
| c. Knowledge of the job was sufficient. | | | |
| d. Orientation to the job was effective. | | | |
| e. Job training was adequate. | | | |
| f. Workload was reasonable. | | | |
| g. Job description accurately reflected my job responsibilities. | | | |

6. Please rate the following in your department:

| | Excellent | Fair | Poor | No Opinion |
|--|-----------|------|------|------------|
| | | | | |

| | | | | |
|--|--|--|--|--|
| a. Friendliness and cooperation of fellow employees. | | | | |
| b. Cooperation within the department. | | | | |
| c. Cooperation with other departments. | | | | |
| d. Quality of equipment provided. | | | | |
| e. Physical working conditions. | | | | |
| f. Performance appraisal/evaluation process. | | | | |

7. How would you describe your supervisor?

| | Agree | Disagree | Not Decided |
|--|-------|----------|-------------|
| a. Gave fair and equal treatment. | | | |
| b. Was available to discuss job related issues. | | | |
| c. Welcomed suggestions, encouraged feedback. | | | |
| d. Maintained consistent policies and practices. | | | |
| e. Provided recognition for work. | | | |
| f. Encouraged cooperation among staff. | | | |
| g. Provided development opportunities. | | | |
| h. Resolved complaints and | | | |

| | | | |
|-----------------------------|--|--|--|
| grievances. | | | |
| i. Demonstrated leadership. | | | |
| j. Gave clear instructions. | | | |

8. What improvements could be made to make Mingus Union School District a better place to work?

Employee Signature: _____

Date: _____

Received in Human Resources Date: _____

Administrator Initials