

Exit Interview Process

Who: All Retiring or Resigning OPS Employees

What: Exit interview survey aimed at gathering feedback about the employee's experience with the district.

Where: The exit interview can be conducted:

- Paper & Pencil Hardcopy
- In-Person with HR or Superintendent
- Telephone Conversation
- Google Form (rarely used)

When: Provided as part of the offboarding process, (when the employee also receives COBRA information, life insurance conversion, etc.

How:

- HR provides exit interview survey, explanatory cover letter & invite for an in-person meeting.
- Employee chooses preferred method.
- Once complete the survey/information collected is returned to HR for review.

To Note:

EduStaff, GRBS & EG conduct their own offboarding processes

8% Return Rate in 24-25 So Far
(average response rate for OPS)

Minimal trend data available

24-25 - More in-person vs hardcopy

Manual Process - No comprehensive HRIS system to automate the process (workflow) or analyze data

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Cover Letter



Dear

I am writing this letter to ask for your assistance in maintaining a quality, learning, and working environment within Okemos Public Schools. Through your employment, you obviously encountered a wide range of situations and had varied experiences. It is our hope to elicit your opinion through the attached questionnaire, tapping into your experiences and gaining your personal insights into our programs.

As a former employee of the district, we would like to seek your input. Would you please take a minute to answer the questions on the enclosed Exit Interview Questionnaire? Your honesty and openness in responding to the various questions is appreciated. As always, Okemos Public Schools are committed to excellence. Your comments may help the district to identify areas of strength, as well as weakness.

Your responses to the questions will remain confidential. Please be assured, if there is information that needs to be communicated, I would seek your permission before discussing it with a specific department or individual. In general, Okemos Public Schools is looking for “trends” in the responses, offering the district a way to evaluate our working and learning conditions. From the interviews, the district can identify and maintain the positives, while considering remedies for the areas identified as needing improvement.

If you would prefer a verbal interview, please contact my office. I would be happy to arrange a time when we could meet to discuss your personal input. Thank you in advance for taking the time to respond thoughtfully to this questionnaire. More importantly, I would like to take this opportunity to thank you for your service to Okemos Public Schools.

Sincerely,

A handwritten signature in black ink that reads 'John J. Hood'.

John J. Hood
Superintendent



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Survey Questions

Okemos Public Schools Exit Interview Questionnaire

Please respond to the following questions sincerely and objectively. Also, please feel free to make additional comments as you proceed through this questionnaire. Confidentiality will be maintained.

Do you <u>feel you were</u> properly placed in your position considering your interest, ability <u>and</u> education? Comments:	Yes	No
Did you like your job? What did you like most? What did you like least? Comments:	Yes	No
Do you believe you received fair pay for the work <u>which you</u> were doing? Comments:	Yes	No
If you had questions or concerns, <u>did you</u> <u>feel you could</u> discuss them with your supervisor? Comments:	Yes	No
Was the amount of work you were asked to perform fair? Comments:	Yes	No
Were you satisfied with employee benefits such as sick leave, vacation, medical plan, <u>retirement</u> <u>etc.</u> ? <u>Any</u> other benefits <u>you feel</u> should have been offered? Comments:	Yes	No
Is there anything the employer could have done to prevent the resignation/retirement? Comments:	Yes	No
If a friend of yours <u>was</u> seeking employment, would you recommend that he/she apply at Okemos Public Schools? Why or why not? Comments:	Yes	No



Survey Questions

Please rate the following items on a scale of 1 to 4, with 1 being excellent and 4 being inadequate. Please make additional comments where appropriate.

	Excellent	Good	Fair	Inadequate
The selection process. Comments:	1	2	3	4
The orientation process. Comments:	1	2	3	4
Communication. Comments:	1	2	3	4
The fairness and effectiveness of the supervision you received. Comments:	1	2	3	4

	Excellent	Good	Fair	Inadequate
The <u>instruction</u> provided as <u>to</u> how to perform your job. Comments:	1	2	3	4
The training you received on your job <u>subsequent to</u> any initial instruction. Comments:	1	2	3	4
Your working conditions. Comments:	1	2	3	4
Cooperation with co-workers. Comments:	1	2	3	4
Valuing <u>of</u> individual perspectives. Comments:	1	2	3	4
Acceptance of employee cultural differences. Comments:	1	2	3	4



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Survey Questions

What are the most significant factors in your decision to terminate employment?

From your perspective, what are the attributes or positives of employment within Okemos Public Schools? Are there any aspects which you particularly liked or appreciated?

Additionally, if you were to consider concerns you have about employment within Okemos Public Schools, what would those concerns be?

Do you have any suggestions or solutions to those concerns?

Are there any other comments, observations or thoughts you would like to share?

Is there anything you particularly disliked that you would like to express?

Additional Comments:

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