

EXIT INTERVIEWS

ACTION

1. To monitor the effects of staff development policies and practices as evidenced by the number of staff leaving to take up positions of increased responsibility.
2. To monitor the degree to which stress, caused by school requirements, is a factor in staff members decision to leave the Board's employment. This will assist the Principal and Board in identifying causes of stress as the first step in minimising such factors.
3. To identify to what degree staff members' strengths are recognised, used and valued in the school.
4. To identify to what degree staff members' weaknesses are recognised and development programmes put in place to reduce or eliminate such weaknesses.
5. To gain feedback from staff members at the point of their leaving our employment as to their views as to the strengths and weaknesses of the school, both in terms of Fruitvale School as a place of employment and in terms of our educational programmes and practices.
6. To gain for the Board and management any other useful data which the outgoing staff member wishes to share.

GUIDELINES

1. The attached questions can act as the basis of a brief written questionnaire given to all staff members within 2 weeks prior to their last day of their employment at Fruitvale Primary School, or left to the Principal to prepare relevant questions specific to the leaver.
2. The process will be managed by the Principal.
3. Following receipt of the written questionnaire a brief interview with the Principal will be held. If the employee wished he/she may bring a support person of their choice.
4. The Principal will report to the board that the interview has taken place, and will provide a brief factual synopsis of the interview if necessary to the board and to the leaver.

QUESTIONNAIRE - Exit Interviews

Staff members leaving the employment of Fruitvale School are asked to fill in the following questionnaire.

This questionnaire will form the basis of a brief interview with the Principal and other staff members of the leavers' choice.

The contents will be summarised and reported to the Board if necessary.

1. Please give a brief account of the reasons you are leaving.
2. What position are you going on to once finishing at Fruitvale?
3. What do you see as your strengths in relation to your job at Fruitvale?
4. To what degree have these strengths been recognised, fostered and utilised during your employment at Fruitvale?
5. What do you see as being your personal weaknesses in relation to your job at Fruitvale?
6. To what degree have those weaknesses been identified and support put in place to overcome such weaknesses.
7. What do you see as being the strengths of Fruitvale School?
 - a. As a place of employment.
 - b. In terms of our educational programmes and practices for the students.
8. What do you see as being the weaknesses of Fruitvale School?
 - a. As a place of employment.
 - b. In terms of our educational programmes and practices for the students.
9. What other useful feedback would you like to give to the Board covering any aspect or observations you have made during your time employed at Fruitvale School.

10. I was employed at Fruitvale School:

From _____ (Date) To _____ (Date)

In the capacity of: _____

The Board thanks you for your taking the time to fill out this questionnaire and wishes you every success and happiness in the future.

The intent of this questionnaire is to assist us in our attempts to constantly improve both as an employer and with the educational policies and practices at Fruitvale Primary School.