



Division of Human Resources

EXIT INTERVIEW QUESTIONNAIRE FOR NON-INSTRUCTIONAL EMPLOYEES

The School Board requires that all employees leaving the district's employment complete and Exit Interview Questionnaire. This form is for internal data collection purposes only and will not be placed in your personnel file.

Directions: Prior to your last day of employment, please complete and return this form to the Human Resources Department.

NOTE: This form does not replace the "Separation from Service" form that you still must complete and have signed by your principal/supervisor.

Employee Information (Please Print)

Name: _____ Last 4 Digits of SS#: _____
School: _____ School Location Code No.: _____
Date: _____ Position: _____
Length of Service at Current Location: _____ Separation Date: _____

Reason for Separation from Position

Voluntary Involuntary Other
Resignation Probationary Specify: _____
Performance
Reduction in Force (27)

If voluntary separation was selected above, please indicate the reason(s):

Family/personal reasons (01) Dislike/unsuitable for assigned duties (83)
Relocation (16) Return to continuing education (84)
End of temporary assignment (26) Stress on job (85)
Retirement (70) Lack of opportunity for advancement (86)
Inadequate salary (80) Resignation in lieu of involuntary termination
Dissatisfaction with supervisor (82) Other; Specify: _____ (89)

Future Employment

If you have accepted employment elsewhere, please indicate one of the following:

Accepted another position Accepted a position outside the field of education
at a non-public school within the district (11) within the same county
within another district in Florida within another county in Florida
outside the State of Florida outside the State of Florida
Accepted another position in the field of education Not applicable
within the same district decline to disclose future plans
within another district in Florida have not accepted employment elsewhere
outside the State of Florida

Employee

Date