

EMPLOYEE EXIT REPORT

This form will be completed on each exiting employee prior to issuing a final check.

Name: _____
(First) (Middle) (Last) (Social Security #)

Mailing Address: _____

Job Title: _____ Ending Wage: _____

Location of Work: _____ Dates Worked: _____
(From) (Through)

Reason for Separation: Lack of Work Quit Discharged Other

Reason for Separation: *(Employee)*

(Please use reverse side for additional information)

(Employee Signature) (Date)

Reason for Separation: *(Supervisor/Administrator)*

(Please use reverse side for additional information)

Is employee eligible for rehire? Yes No

If separation was voluntary, was advance notice given? Yes No

If yes, how much? _____

If the employee was terminated for misconduct, had the employee been previously warned?

Yes No Date: _____ By whom? _____

Explain: _____

(Supervisor/Administrator Signature) (Date)

EXIT INTERVIEW FORM

Professional Staff

Name: _____

Job Title: _____

Campus/Department: _____

Dates of Employment ____/____/____ to ____/____/____

Interviewed by: _____

Type of separation from employment (Check One)

Nonrenewal

Resignation

Extended disability

Retirement

Reduction in Force

Other: _____

If resignation is reason for separation from employment, check all applicable reasons for leaving:

Moving from district

Returning to school

Dissatisfied with type of work

Other: _____

Health reasons

Family circumstances

Secured a better position

Comments:

Please go to next page...

Questionnaire:

How would you rate your experience in Mexia ISD with regards to the following? Please check the appropriate box.

	Excellent	Good	Fair	Poor
Working relationship with your supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation within faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation within grade level or subject area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of job training and orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of materials, resources and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication within the district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Central administration support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community support for district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall experience with MISD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What factors made your employment a positive experience with Mexia ISD?

Do you have any comments or suggestions to improve Mexia ISD?

Would you recommend Mexia ISD to others as a place to work? yes no reservations

Signature of Employee: _____