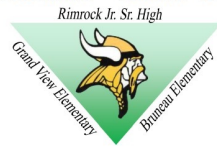


JOINT SCHOOL DISTRICT No. 365

BRUNEAU – GRAND VIEW



EXIT INTERVIEWS

Policy 5099

The purpose of conducting exit interviews is to acquire information that will benefit the Bruneau - Grand View School District in their efforts to continually improve its capacity to attract and retain quality personnel. The perspectives of personnel who resign or retire are a source of feedback to be considered in the district's efforts to strengthen employee satisfaction. Exit interview comments shall be compiled, reviewed, and reported to the Board annually in order to observe patterns of practices that are both currently effective as well as improvements that can be made.

Exit interviews will be conducted on an individual basis and while strongly encouraged, may be optional on the part of the employee. Information acquired through exit interviews shall be anonymous, result in no retaliation, and used to improve operations, conditions, or practices in the district. Exit interviews will not be retained in the staff member's personnel file. Exit interviews will be collected by the District's H.R. Director, and will be provided to the Board in typed format, scrubbed of any information that could identify the individual.

The Superintendent will establish written procedures and questions to carry out this policy. The Board may choose to direct the Chairperson to hire a third party designee to conduct interviews and compile a report if Trustees so choose.

The Superintendent shall present a written report to the Board annually (in the July Board Meeting), coupled with the interviews, citing the conditions or patterns of practice that are currently in place and perceived as positive, as well as areas to improve. Reports shall not include any references that can identify personnel by name. Recommendations for improvement shall be included and considered by the Board.

BGV administration will specify on the form (after completed) as to whether or not the current administration would re-hire the individual without hesitation. This distinction will help Trustees to better understand and utilize the data gathered by the individual interviews.

Policy History:

Adopted on:

Reviewed on:

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BRUNEAU – GRAND VIEW

Rimrock Jr. Sr. High



BGV Exit Interview

The purpose of this exit interview is to :

- Identify things BGV is doing well
- Pinpoint areas where we can improve in our organization
- Confirm the skill sets, experience, and attributes needed for the position
- Understand why the employee is leaving, and how to help reduce future turn-over
- Say good-bye on good terms

1. Why have you decided to leave BGV? Did anything specific trigger your decision to leave?

2. What was *most* satisfying about your job?

3. What was *least* satisfying about your job?

4. What would you improve to make our workplace better?

5. Did this organization help you to fulfill your career goals?

6. Were you happy with your pay, benefits and other incentives?

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7. Did any organization policies or procedures (or any other obstacles) make your job more difficult?

8. Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing?

9. The quality of supervision is important to most people at work. How was your relationship with your supervisor? What could your supervisor do to improve his or her management style and skill?

10. Did you have clear goals and know what was expected of you in your job?

11. Did you receive adequate support to do your job?

12. Did you receive adequate feedback about your job performance?

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13. What is your experience and perception of employee morale and school climate at BGV?

14. What does your new District offer that encouraged you to accept their offer and leave BGV?

15. Any other comments?

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To be used by BGV's Human Resource Dept. & Administration:

Would the District re-hire this individual, without hesitation?

☐

Yes

☐

No

Date interview completed: _____