

## Exit Interview Questionnaire

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Staff Member:

Date of Leaving:

| QUESTION                                                                             | NOTES |
|--------------------------------------------------------------------------------------|-------|
| Why did you decide to leave?                                                         |       |
| What are you going to do next?                                                       |       |
| Why did you begin looking for a new job? (if applicable)                             |       |
| What ultimately led you to accept the new position? (if applicable)                  |       |
| What did you like about this school/your role?                                       |       |
| Did you find the job rewarding? Did you find the job challenging? Why?               |       |
| Did you feel valued and appreciated in your role?                                    |       |
| How would you describe the culture of our school?<br>Can you give specific examples? |       |
| What would you change about the school/your role?                                    |       |

| QUESTION | NOTES |
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|-----------------------------------------------------------------------------------------------------------------|--|
| Do you feel the pay is fair for your role and responsibilities?                                                 |  |
| Did you feel you had the tools and skills that enabled you to do your job well? What could have been improved?  |  |
| What are your thoughts on CPD at the school?                                                                    |  |
| What are your thoughts on communication at the school?<br>a) with parents<br>b) with staff<br>c) with governors |  |
| What are your thoughts on performance management at the school?                                                 |  |
| Were you comfortable talking to your line manager about work problems?                                          |  |
| What are your thoughts on the leadership of the school?                                                         |  |
| Did you feel you were kept up-to-date on new developments and school policies?                                  |  |
| How would you describe your workload/working hours?                                                             |  |

| QUESTION | NOTES |
|----------|-------|
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| Is there anything we could have done differently that would have made you stay?                                                                                                                                                                                                                                                    |  |
| Would you recommend us as a place to work?                                                                                                                                                                                                                                                                                         |  |
| Is there anything else you wish to discuss?                                                                                                                                                                                                                                                                                        |  |
| <b>Items to be Returned/Access Removed</b>                                                                                                                                                                                                                                                                                         |  |
| <b>IT Access to system – includes:</b> <ul style="list-style-type: none"> <li>- Arbor</li> <li>- CPOMS</li> <li>- GDPRIS</li> <li>- Office 365 School Email Account</li> <li>- DCPRO</li> <li>- Any other school specific systems</li> <li>- Any physical data/records</li> <li>- Any electronic records to be returned</li> </ul> |  |
| <b>Key Fob/ID Badge to be handed back to Office</b>                                                                                                                                                                                                                                                                                |  |
| <b>IT equipment – returned and signed for return</b>                                                                                                                                                                                                                                                                               |  |

Date of Interview: \_\_\_\_\_ Completed By: \_\_\_\_\_

Staff Member's Signature: \_\_\_\_\_