HEMPSTEAD PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES

EMPLOYEE EXIT INTERVIEW FORM

PERSONAL INFORMATION

Date:

Name: **Social Security Number:**

Location/Department: **Supervisor:**

Hire Date: **Termination Date:**

Starting Position: **Ending Position:**

Starting Salary: **Ending Salary:**

REASON(S) FOR LEAVING

More than one reason may be given if appropriate.

RESIGNATION:

- ☐ Took another position
- ☐ Pregnancy, home, and/or family needs
- ☐ Poor health and/or physical disability
- ☐ Relocation to another city
- ☐ Travel difficulties
- ☐ To attend school
- ☐ Other (specify):
- ☐ Dissatisfaction with salary
- ☐ Dissatisfaction with type of work
- ☐ Dissatisfaction with supervisor
- ☐ Dissatisfaction with co-workers
- ☐ Dissatisfaction with working conditions
- ☐ Dissatisfaction with benefits

LAID OFF:

- ☐ Lack of work
- ☐ Abolition of position
- ☐ Lack of funds
- ☐ Other (specify):

RETIREMENT:

- ☐ Voluntary retirement
- ☐ Disability retirement
- ☐ Regular retirement

Plans After Leaving:

COMMENTS/SUGGESTIONS FOR IMPROVEMENT

We are interested in what our employees have to say about their work experience with the Hempstead School District. Please complete this form.

What did you like most about your job?

What did you like least about your job?

How did you feel about your pay and benefits?	Excellent	Good	Fair	Poor
Rate of pay for your job				
Paid holidays				
Paid vacations				
Retirement plan				
Medical coverage for self				
Medical coverage for dependents				
Life insurance				
Sick leave				

How did you feel about the following:	Very satisfied	Slightly Satisfied	Neutral	Very dissatisfied
Opportunity to use your abilities				
Recognition of the work you did				
Training you received				
Your supervisor's management methods				
The opportunity to talk with your supervisor				
The information you received on policies, programs, projects and problems				
The information you received on departmental structure				
Promotion policies and practices				
Discipline policies and practices				
Job transfer policies and practices				
Overtime policies and practices				
Performance review policies and practices				
Physical working conditions				

COMMENTS

If you are taking another job, what kind of work will you be doing?

What has your new place of employment offered you that is more attractive than your present job?

Could the Hempstead School District have made any improvements that might have influenced you to stay on the job?

Other remarks (optional):

EMPLOYEE AFFIRMATION

I certify that all property of the Hempstead School District has been returned.

Employee's Signature: **Date:**

OFFICE USE ONLY

Employee Name:

SUPERVISOR:

- ☐ Desk/Locker cleared
- ☐ Tools/Equipment collected
- ☐ Textbooks, classroom materials collected
- ☐ Keys collected (return keys to facilities)
- ☐ Walkie/Talkie returned

Building Principal/Supervisor | Date

TECHNOLOGY:

- ☐ E-Mail account deactivated
- ☐ Phone voice message cleared
- ☐ Network access deactivated
- ☐ Laptop computer & accessories returned
- ☐ Cell phone returned
- ☐ Network Files moved to supervisor

Director of Technology | Date

PAYROLL:

- ☐ If retiring, state option for payment of unused sick days:

Assistant Superintendent for Business | Date

FACILITIES:

- ☐ List equipment returned:
- ☐ Keys returned

Director of Facilities | Date

HUMAN RESOURCES:

- ☐ Resignation letter received
- ☐ File moved to inactive
- ☐ Discussed with employee
- ☐ Right to file for unemployment benefits
- ☐ Conversation of benefits
- ☐ Staff ID badge deactivation
- ☐ Staff ID badge destroyed
- ☐ Email file moved to inactive

Associate Superintendent for Human Resources | Date

Interviewer's Signature: **Date:**