



# CLARKSVILLE COMMUNITY SCHOOLS

Office of the Superintendent • 200 Ettel Lane • Clarksville, IN 47129-1898  
(812) 282-7753 • FAX (812) 282-7754

## Staff Exit Interview Questionnaire

***Please complete and return via email or bring with you when you pick up your final paycheck at the Central Office.***

We are interested in identifying opportunities for Clarksville Community Schools to learn and benefit from your experience and knowledge in your area of employment. As you leave the district, we understand you have a unique perspective on the strengths and weaknesses of our district, including information about your work experiences and why you have chosen to leave. This information is vital in helping us analyze employee retention and turnover trends. Your feedback will also provide an opportunity for you to achieve closure as you transition out of Clarksville Community Schools.

We appreciate you taking the time to answer the following questions as candidly as possible. Your individual responses will be treated as confidential, will be used in summary form only, and will not become part of your personnel file. We wish you well in your future endeavors.

Thank you for your cooperation!

### **Employee Information**

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Building/Department: \_\_\_\_\_

Position: \_\_\_\_\_

### **Primary Reason for Leaving**

- Resignation
- Retirement
- Other

## **Questionnaire**

Please check the following reason(s) that contributed to your decision to leave your current position (check all that apply).

- Personal – Relocating
- Personal - Family Circumstances
- Personal - Returning to School or Changing Careers
- Personal – Other
- Career Advancement Opportunity
- Job Responsibilities
- Workload
- Quality of Supervision
- Work-Life Balance
- Work Environment - Culture
- Work Environment - Physical Surroundings
- Local Community / Commute
- Pay/Benefits

Please explain your reason(s) for leaving in greater detail:

What changes can you recommend that would benefit CCSC or your department?

What did you value most about working at CCSC?

**In this section, please rate the following statements:**

I would recommend CCSC as a good place to work.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

My job duties and responsibilities were clearly defined (during the interview process and on the job).

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

I received the proper training in order to perform my job effectively.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

If I had questions or concerns, I felt comfortable speaking with my Supervisor.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

If I had questions or concerns, I felt comfortable speaking with Human Resources.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

I was kept well-informed about the District, its policies and procedures, and other important information.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

**Please rate the following statements regarding your Supervisor**

Considered me a valuable member of the department.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

Provided recognition on the job.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

Provided regular helpful feedback and performance evaluations.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

Provided resources and support necessary to perform my job effectively.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

Encouraged and listened to suggestions.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

Resolved complaints and problems.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

Followed policies and practices fairly and consistently.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

Developed cooperation and teamwork.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

**Please rate the benefits that you received at CCSC**

Medical & Dental

- Excellent
- Good
- Fair
- Poor
- Not Applicable

Retirement Plan – INPRS, (TRF, PERF)

- Excellent
- Good
- Fair
- Poor
- Not Applicable

Paid Time Off (Vacation, Sick, Personal, Holidays, etc.)

- Excellent
- Good
- Fair
- Poor
- Not Applicable

**Comments and Suggestions**

Additional comments and suggestions are encouraged.