



EXIT INTERVIEW & PROCESS

The purpose of Ivy Hill Prep's Exit Interview is to identify workplace, organizational or human resource factors that have contributed to an employee's decision to leave employment; to enable Ivy Hill Prep to identify any trends requiring attention or any opportunities for improving the school's ability to respond to employee issues; and to allow the school to improve and continue to develop recruitment and retention strategies aimed at addressing these issues. This document covers the process and procedures to be followed when members of the school leave employment for whatever reason.

SCOPE:

The process applies to all employees including employees taking early retirement and voluntary severance. Exceptions include temporary or contract employees and employees discharged for cause. The Exit Interview will be conducted by a leadership member who is not the direct supervisor of the employee.

The designated individual will contact the employee in writing, inviting him/her to attend an exit interview at a mutually convenient time. The exit interview should take place as soon as possible after the confirmed leaving date has been received by the school. The employee will be asked a standard set of questions and given a chance to discuss any concerns of information they feel would be beneficial for the company to know about their employment experience at the school. If an employee chooses not to participate in an exit interview, he/she will be encouraged to complete an Exit Interview Questionnaire.

VOLUNTARY PARTICIPATION & CONFIDENTIALITY

Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she will be encouraged to be honest, candid, and constructive in their responses. The information received through Exit Interviews will be confidential. No specific information that could possibly be traced back to an ex-employee will be disseminated or discussed.

ANAYLSIS

The information will be analyzed regularly by the school's administration team to identify areas or determine trends that may need to be addressed. The Head of School will routinely share the analysis and any applicable updates with the school's Board of Trustees.



Exit Interview/Survey Form

Employee Name:

Position:

- Administrator
- Teacher
- Other Campus Professional
- Other _____

Length of Employment

- 1 year or less
- 2 – 4 years
- 5 – 9 years
- 10 years or more

What initially attracted you to Ivy Hill CS?

Did your job duties turn out as expected?

- Yes
- No

If no, please explain:

Did you receive adequate support to fulfill your responsibilities?

- Yes
- No

How was your workload?

- Too much
- About right
- Too light

Main reason for leaving (check ONE)

- Better compensation
- Opportunity for advancement
- Dissatisfaction with supervisor
- Dissatisfaction with co-workers
- Career change
- Return to school
- Retirement
- Working conditions
- Personal/family obligations
- Relocation
- Other _____



Other reasons for leaving (Check all that apply)

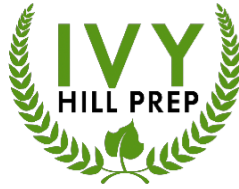
- Better compensation
- Opportunity for advancement
- Dissatisfaction with supervisor
- Dissatisfaction with co-workers
- Career change
- Return to school
- Retirement
- Working conditions
- Personal/family obligations
- Relocation
- Other _____

If you are leaving to work at another school, what impacted your choice to join your new school?

- Pay increase
- Benefits
- Work schedule
- Shorter commute
- Working conditions
- Advanced opportunity
- Other _____

How would you rate your experience at Ivy Hill Prep?

	Excellent	Good	Fair	Poor
Working relationship with supervisor				
Working relationship with coworkers				
Training provided to you				
Salary				
Benefits (e.g., health insurance, leave)				
Facilities and safety				
Supplies and equipment				
Evaluation procedures				
Opportunity for advancement				
Supervisor support				
Overall employment experience				



What factors made your employment a positive experience with Ivy Hill Prep Charter School?

Do you have any comments or suggestions to improve Ivy Hill Prep Charter School?

Interviewed by:

Date:

Signature of Employee:

Date:
