



Cushing ISD Employee Exit Questionnaire

Name \_\_\_\_\_ Last Workday \_\_\_\_\_

Position \_\_\_\_\_ Department/Campus \_\_\_\_\_

Forwarding Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

**Type of Termination**

- Dismissal
- Retirement
- Nonrenewal
- Reduction in force
- Resignation \_\_\_\_\_ With notice \_\_\_\_\_ Without notice
- Extended disability
- Other \_\_\_\_\_

**Check-out Procedures**

Where applicable, review and discuss the following items:

- Return of district property
  - \_\_\_\_\_ Keys      \_\_\_\_\_ Computer      \_\_\_\_\_ Electronic Devices
  - \_\_\_\_\_ Books      \_\_\_\_\_ Security Card/ID      \_\_\_\_\_ Other Equipment/Tools
  - \_\_\_\_\_ Other
- Continuation of health and other insurance
- Authorization for release of employment information
- Notification to court and recipient of child or spousal support
- Delivery of last paycheck
  - \_\_\_\_\_ Provided at exit interview
  - \_\_\_\_\_ Mailed/direct deposited after termination date
- Request to have voicemail, e-mail, and network access disabled
- Unsubscribe to individual's criminal history information in DPS database (FACT)
- Employee Exit Survey/Questionnaire

**Comments** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interviewed by \_\_\_\_\_

Date \_\_\_\_\_



## Cushing ISD Employee Exit Questionnaire

*(For use with voluntary separations)*

### Work Location

- High school    Middle school    Elementary school    Central office    Other \_\_\_\_\_

### Position

- Administrator    Teacher    Professional Support    Paraprofessional    Auxiliary  
 Other \_\_\_\_\_

### Length of employment in the district

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

### Reason for leaving (check all that apply)

- Career change    Return to school    Retirement    Working conditions  
 Interpersonal conflicts    Personal/family obligations    Relocation/transfer of family member    Other \_\_\_\_\_

Did you leave to go to work in another district?    Yes    No

If you are leaving to work in another district, why did you choose that district? (check all that apply)

- Pay increase    Work schedule    Working conditions    Advancement opportunity  
 Benefits    Shorter commute    Other \_\_\_\_\_

### How would you rate your experience in our district?

|                                      | <i>Excellent</i>         | <i>Good</i>              | <i>Fair</i>              | <i>Needs Improvement</i> |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Working relationship with supervisor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Training and information provided    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supplies and equipment               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Evaluation procedures                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Opportunity for advancement          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervisor support                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Overall employment experience        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What did you like most about your job?

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What did you like least about your job?

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Do you have any suggestions for improvement?

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Would you recommend the district to others as a good place to work?

- Yes    No



## Cushing ISD Employee Exit Questionnaire

My effective resignation date is \_\_\_\_\_. Initial \_\_\_\_\_.

I hereby authorize Cushing Independent School District and its duly authorized representatives to release information concerning or relating to my employment with the school district. This employment information, both oral and written, may include material contained in my personnel file and evaluative statements and judgments from my former supervisors. This employment information includes for example, academic, salary, achievement, performance, attendance, personal history, disciplinary records, and employment information. I hereby release any individual providing reference or employment information under this authorization including record custodians from any and all liability for damages of whatever kind or nature that may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

\_\_\_\_\_  
Name of former employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date