

## **WiRSA Third Party Exit Interview Format**

There are two standard question formats, one for retirees, and one for all others. Those formats differ only with the initial questions, with the final questions being the same for both. The initial questions are designed to get the person talking about whatever they are comfortable talking about. The remaining questions then are revised or skipped as appropriate. Questions are on compensation/benefits, their supervisor, perceived level of support from Administration/Board, any suggestions for positive changes, and lastly their willingness (or not) to recommend the district to others as a place for employment.

If there are any specific questions a participating district would like asked of any certain individuals, I will gladly do that as well.

(Before starting questions, I verify the former employee's last building location, tenure and position. Confirm no recording, only note-taking. Develop a conversational tone for the discussion, if possible.)

### **Questions – Retirees**

1. What were the circumstances leading to your decision to retire?
2. Could anything have been done differently, from a school district perspective, to retain you for additional years?

### **Questions – Voluntary Quits, Non-Renewals, Terminations for Cause**

1. There are many potential reasons causing someone to leave an employer. They often are either based on financial issues such as salary or benefits, or for other reasons such as your supervisors, family relocation, the work environment or issues affecting you at your district. Can you describe yours for me?
2. What does your new position offer you that your assignment at XX district did not?
3. Do you feel you reached out to XX district administration regarding what you just described in the previous question?
4. What specifically motivated you to begin looking for a new job at this time?

### **Questions – Both Groups**

5. Please tell me about your direct supervisor at XX district. What do you feel were his/her best and poorest skills as a leader?
6. Can you describe for me your perceptions of the staff environment at (building)? What was the overall morale, communications among co-workers, collaboration on student learning?
7. What comments, if any, do you have about salaries and benefits at XX district?
8. If you were able to make one positive change at XX district, what would that be?
9. How would you describe the following for you while you were employed at XX district?
  - a. Quality/value of in-service and other training.
  - b. Support from Administration/Board when dealing with parent or student issues.
10. Would you recommend employment at XX district to a friend? (Yes/No)
11. On a scale of 1-10, how would you rate the overall work environment that you experienced as a teacher at XX district?
12. Is there anything else of importance to our conversation that I have not asked of you?

(I always close with statements that the information will only be used for looking at opportunities for improvement at XX district, expressions of thanks for participation and for service to XX district.)