Woodville Independent School District EXIT INTERVIEW FORM

TO: Superintendent Assistant Superintendent/Busi	iness Manager	
EDOM.		
RE: Name of Employee	Date of Interview	
Type of Termination:	School Property to be Returned	
☐ Dismissal ☐ Nonrenewal ☐ ResignationWith Notice	☐ Keys ☐ Teacher Edition of Textbook ☐ Other:	.
Without Notice Retirement Reduction in Force Other_	Return of Technology Equipment to Office of Technology Director Technology Equipment Returned	
	Received by:	Date
Reason for leaving District: Moving from district Returning to school Family Circumstances	☐ Took new position ☐ Dissatisfied with type of work ☐ Other:	
Comments:		
Instructions to Business Office:		
Release Final Paycheck		
Last Day of Work:		
Superintendent's Signature:	Date:	

Name:	Campus/Department:				
Forwarding Address: Street					
New School District:					
Please rate your experience with the district	Excellent	Good	Fair	Poor	
Working relationship with your supervisor					
Cooperation within department					
Cooperation with other departments					
Adequacy of orientation and training					
Workload					
Availability of materials and equipment					
Evaluation procedures					
Recognition on the job					
Employee benefits					
Communication within the district					
Central administration support					
Community/parent support					
Overall experience					
Additional comments:					
What did you like about your experience as a district employe	ee?				
What did you dislike about your experience as a district empl	oyee?				
Do you have any comments or suggestions to improve the dis	trict?				
Would you recommend the district to others as a place to wor	k?,				
Why?					
signature of Employee	Date			-	

Employee: