

## RSU #63

- a. **NEPN/NSBA Code:** GCQC
- b. **Title:** Exit Interview Opportunities for Resigning District Personnel
- c. **Author:** Superintendent/ Policy Committee
- d. **Replaces Policy:**
- e. **Date Approved:** 04/24/2023 RSU #63
- f. **Previously Approved:** 09/25/2017
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Superintendent/Policy Committee
- i. **Date Reviewed:** 04/10/2023 Policy Committee  
04/10/2023 Superintendent
- j. **References:** MSMA samples
- k. **Narrative:**

In order to improve the mission and vision of the district, all employees of RSU #63 (the District) have the opportunity and are encouraged to participate in an exit interview and/or survey. These opportunities will be available to the employee prior to and after the date of resignation/or termination.

This policy is applicable to all employees who are leaving their position in the school system. It is voluntary; employees are not required to participate.

- I. The means of a voluntary Exit Interview include any or all of the following:
  - A. The resigning employee may complete a confidential questionnaire available through the Office of the Superintendent. The Superintendent will review the completed questionnaire. If the completed questionnaire indicates the resignation was based on any employment issue, the Superintendent will review the completed questionnaire with the RSU #63 Board of Directors (the Board) at the Board's next meeting.

The Confidential Questionnaire is attached and considered a part of this policy.
  - B. The resigning employee may participate in a personal exit interview with the Superintendent. The departing employee has the option of requesting a person of their choice be present.

Questions common to each exit interview will include, but are not limited to:

1. What did you like best about your job?
2. What did you like least about your job?
3. In what areas could the school system improve to retain quality personnel?

4. Would you recommend the District (or the department within the school system) as a place to work?

- II. The purpose of the exit interview will be:
  - A. To determine the specific reason(s) of the employee leaving,
  - B. To provide an opportunity to review employment practices (working conditions, job content, induction, training, etc.),
  - C. To strengthen and maintain good workplace relationships,
  - D. To enable the school system to identify any trends requiring attention or any opportunities for improving the school's ability to respond to employee issues, and
  - E. To provide an opportunity to thank people for their valuable service.
- III. Information from exit interview questionnaires will be analyzed by the Superintendent no less than bi-annually to determine trends that may need to be addressed. Periodically this information will be shared with designated members of the staff, and/or members of the administrative team, and/or the Board.
- IV. An analysis of any actions or interventions taken during the year on the basis of exit interview feedback and any action the Superintendent or the Board feel are required in order to address any concerns or opportunities, which are identified through exit interview feedback, will be conducted.
- V. All letters of resignation will be reported to the Board by the Superintendent.
- VI. In the event that policies adopted by the Board are in conflict with then applicable Maine law, the provisions of the law will apply.

# CONFIDENTIAL

## RESIGNING EMPLOYEE EXIT QUESTIONNAIRE

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

Contact Information: \_\_\_\_\_  
Mailing Address

Telephone #: \_\_\_\_\_ Position from which you are resigning: \_\_\_\_\_

Your original Hire Date: \_\_\_\_\_ Effective Resignation Date \_\_\_\_\_

Your Current Supervisor: \_\_\_\_\_

Please check the appropriate box to the following questions:

1. Have you been happy in your position: Yes /\_\_ / No /\_\_ / Sometimes /\_\_ / Not recently /\_\_ /

2. Reason(s) for resigning (check all that apply):

Moving /\_\_ / Have taken another position in another district /\_\_ / Compensation /\_\_ /

Hostile Working environment /\_\_ / Do not feel valued /\_\_ / Retiring /\_\_ / Other /\_\_ /

If you checked "Other", please explain: \_\_\_\_\_

\_\_\_\_\_

3. If you checked anything other than Moving or Retiring, please provide information. Feel free to use an attached sheet.

\_\_\_\_\_

4. Have you discussed the reasons for your resignation with your supervisor or another administrator? Yes /\_\_ / No /\_\_ /

If "Yes," what was the result? \_\_\_\_\_

\_\_\_\_\_

5. In what areas could the District improve to recruit or retain quality personnel?

\_\_\_\_\_

6. Would you recommend the District as a place to work?

\_\_\_\_\_

Feel free to attach additional pages if you need more room for your answers to any of these questions.

**Please return the completed questionnaire to the Office of the Superintendent.**

THANK YOU