

## BOARD POLICY

### **4000 Personnel - Certified/Non-Certified**

**No. 4117**

#### **4117 Exit Survey/Interviews**

Exit interviews are viewed by the Regional School Board of Education (the Board) as a good way to gain insights into problems, difficulties, and dissatisfactions that otherwise might not come to the school system's attention. Such interviews can also provide confirmation of suspected problems as well as information needed to begin to correct the problems.

The Board shall develop an exit survey to be completed by a certified professional educator who is employed by the Board and voluntarily resigns. The exit survey will include questions relating to the reason why the certified educator is ceasing employment, whether or not the certified educator is leaving the profession, the demographics of the certified educator, and the areas in which the certified educator taught or served.

Therefore, an employee who voluntarily resigns from employment in the District will be offered an exit interview. The employee leaving the district may request to meet with any supervisor or administrator for this exit interview. To the extent possible, statements made by the employee will be confidential unless waived by the employee. Administrators voluntarily leaving the district may request an exit interview with the Board of Education subject to all regulations governing executive session.

Legal Reference:

Connecticut General Statutes - P.A. 23-159 An Act Concerning Teachers and Paraeducators

ADOPTED: February, 2025

## ADMINISTRATIVE REGULATIONS 4117

### EXIT SURVEYS/INTERVIEW FORM

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

1. What reasons/factors influenced your decision to leave?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What did you like about your position/work at \_\_\_\_\_

Dislike? \_\_\_\_\_

3. How did you get along with the other people in your school/department/etc.?

\_\_\_\_\_  
\_\_\_\_\_

4. How do you feel about:

- Salary: \_\_\_\_\_
- Professional Opportunities: \_\_\_\_\_  
\_\_\_\_\_
- Professional Development: \_\_\_\_\_  
\_\_\_\_\_
- Performance Appraisals: \_\_\_\_\_
- Other Benefits: \_\_\_\_\_

5. Do you have another job/where? Are you considering leaving the profession? Why?

\_\_\_\_\_  
\_\_\_\_\_

6. What improvements could be made to make \_\_\_\_\_ a better place to work?

\_\_\_\_\_  
\_\_\_\_\_

7. Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

8. Demographic Information: \_\_\_\_\_