



ALBERTVILLE CITY SCHOOLS

Exit Interview Checklist

Name _____ Employee ID _____

Job Title _____ Location _____

_____ ID Badge (send to HR with this completed form)

_____ Keys

_____ Board Issued Equipment (laptop, I-Pad, cellphone, purchasing card, etc.) please list (Attach most recent copy of inventory listing: _____)

_____ Other _____

_____ E-mail Disabled (Central Office ONLY)

Current mailing address: _____

New or forwarding address, if known: _____

Telephone: _____ Secondary (Cell): _____ Personal e-mail: _____

Reasons for Leaving

Check all the applicable reasons:

	Moving from the area	Continue Education	Dissatisfied (specify reason(s) under Other)
	Family Circumstances	Hired Elsewhere	To seek higher salary and more benefits
	Illness in family	Maternity/adoption	Retirement
	Other (please specify)		

Departing Checklist

Please check the box that most clearly represents your views.	Yes	No
1. Would you recommend this school system to another person seeking employment?	<input type="checkbox"/>	<input type="checkbox"/>
2. Would you return to this school system to work if you had the opportunity?	<input type="checkbox"/>	<input type="checkbox"/>
3. What could the Albertville City School System have done better to enhance your employment experience?		

Employee Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____

Human Resources Director _____ Date _____