

**GAINESVILLE CITY SCHOOLS  
EXIT INTERVIEW**

Employee Name: \_\_\_\_\_ S. S.# \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Termination Date: \_\_\_\_\_ Resignation Date: \_\_\_\_\_

**I. Reason for Termination:**

Check applicable reason(s). If more than one, circle the most important among those checked.

- |  |  |                      |
|--|--|----------------------|
| _____ To accept another position           | _____ Health                               | _____ Retirement     |
| _____ Dissatisfied with working conditions | _____ Education                            | _____ Family Reasons |
| _____ Relocation                           | _____ Other reasons (please explain below) |                      |

**II. Check which best describes your feeling about the following aspects of your employment**

	Very Satisfied	Satisfied	Dissatisfied
Duties of the job			
Opportunities for advancement	_____	_____	_____
Salary	_____	_____	_____
Benefit programs	_____	_____	_____
Working conditions	_____	_____	_____
Supervision	_____	_____	_____
Training and Development programs	_____	_____	_____

**III. Employee Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Important Information:**

For information concerning your insurance coverage and other payroll deductions you may contact the Human Resources Department or Business Office at 770-536-5275.

**Employee Signature**

**Date:**

\_\_\_\_\_

Please return form to Central Office.

Revised 01/29/16