



**HUMAN RESOURCES OFFICE**

435 Stanley Avenue

Chambersburg, PA 17201

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Website: [www.casdonline.org/hr](http://www.casdonline.org/hr)

**Employee Exit Interview Form**

Name of Employee: \_\_\_\_\_

Date of separation: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Location: \_\_\_\_\_

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

Official reason for separation: \_\_\_\_\_

How long have you worked in your current assignment: \_\_\_\_\_

How long have you worked for CASD: \_\_\_\_\_

What are your future employment plans at this time: \_\_\_\_\_

\_\_\_\_\_

What kind of work "climate" did you experience at CASD: \_\_\_\_\_

\_\_\_\_\_

What is your reaction to the supervision offered to you while employed at CASD: \_\_\_\_\_

\_\_\_\_\_

Did the district provide you with the tools, equipment, supplies, etc. to effectively perform your job? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no please explain: \_\_\_\_\_

\_\_\_\_\_

Did you return any items given to you by the district?

Inventory (check applicable items returned or date they will be returned)

a.) Keys \_\_\_\_\_

d.) Cell Phone \_\_\_\_\_

b.) Tools \_\_\_\_\_

e.) Vehicle \_\_\_\_\_

c.) ID badge \_\_\_\_\_

f.) Other \_\_\_\_\_

Was the compensation package adequate in terms of:

- 1.) Salary \_\_\_\_\_ low \_\_\_\_\_ average \_\_\_\_\_ high  
2.) Benefits \_\_\_\_\_ low \_\_\_\_\_ average \_\_\_\_\_ high

Did the district provide enough direction and information about the job you were required to perform? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you belong to a bargaining unit, while an employee of the district? \_\_\_\_\_ Yes  
\_\_\_\_\_ No If yes, which bargaining unit? \_\_\_\_\_

Do you think the Administration provided effective leadership?  
\_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Feel free to explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you offer any suggestions as to how the district might be improved? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you recommend the district as a place to work to friends or associates?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Feel free to explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we have information to contact you later? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes: Address \_\_\_\_\_  
Phone \_\_\_\_\_

***\*Please note if your address is changing you will need to fill out a new certificate of residence form – this form can be found on the HR website at [www.casdonline.org/hr/forms](http://www.casdonline.org/hr/forms)***

Employee Signature \_\_\_\_\_  
Date \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_