



Holy Trinity School - Exit Interview Form

An exit interview is offered to all employees leaving Holy Trinity School. You have the option to complete a questionnaire rather than have an interview if you wish. The purpose of an exit interview is to ascertain your views on a range of matters associated with your employment, which may usefully assist the school in the future to review recruitment and retention.

Name of person leaving

Post held

1. What are your reasons for leaving Holy Trinity school?

Higher salary	Yes ☐	No ☐	Extra Amount	
Travelling	Yes ☐	No ☐	More/less amount	
Training and Development	Yes ☐	No ☐	What is being offered	
Style of Management	Yes ☐	No ☐		
Working Hours	Yes ☐	No ☐		
Promotion	Yes ☐	No ☐		

Please provide more details or any other reason

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2. What did you enjoy most about a) your job and b) the School?

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3. What did you like least about a) your job and b) the School?

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4. Do you have any suggestions about improving the job you held?

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5. Do you have any suggestions about improving any aspect of the School?

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6. Did you feel you had access to training and development appropriate to your job?

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7. Are you satisfied with the Performance Management process as applied to you during your employment with the School?

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8. Did you feel that your Performance Management linked clearly to the School's objectives?

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9. During your Performance Management interviews were you asked about issues that affected either your or the School's performance and was any action taken to rectify them?

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10. How did you feel about the standard of communication to you on:

- a) matters affecting your job
- b) matters affecting the School

Did you feel you had the opportunity to feedback your views?

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11. Are there any issues associated with the School or RBWM's policies to promote Equal Opportunities that you wish to raise?

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12. Did you feel that your health and safety was adequately provided for?

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13. Are there any other matters or comments you wish to raise concerning any aspect of your working life including working relationships, styles of management, delegation, empowerment etc.

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The information provided will be treated in the strictest confidence by the Governor conducting the exit interview and Chair of Governors unless you agree otherwise. Please indicate if you agree to it being discussed also with:

Headteacher	Yes/No
Deputy Headteacher	Yes/No
Other Governors	Yes/No

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Please return the completed form to the Chair of Governors, Holy Trinity School