

██████████ 2012

██████████ Exit Interview

I met with ██████████, a ██████████ at Evergreen, on ██████████ 2012. The intent of the meeting was to conduct an exit interview with ██████████ since she had recently provided us with a resignation notice. Her last day will be Friday ██████████, 2012.

Exit interviews are conducted as a way for the District to gain feedback from employees in an effort to improve programs such as safety, training, and the hiring process to name a few. The honest and open feedback of an employee exiting the district can sometimes be invaluable to us making improvements that will positively affect all employees and ultimately, students.

██████████ was asked a series of questions from why she is leaving the district to the adequacy of training to finally any improvements we could make. ██████████ has been with the district since February 5, 2008.

██████████ primary reason for leaving the district was due to a salary increase. Although her primary reason for leaving was due to a growth opportunity, she did comment that she felt there were some inconsistencies in the Secretary 2 pay versus the Secretary 1 pay, indicating that the job responsibilities are not all that different.

Because she has had no real concerns, there have been no thoughts shared with the district prior to her departure. Basically, she stated she knew she needed to look for a salary increase and knew she was not likely to see it in her current position.

██████████ pointed to the relationships she has built with staff and students as the most rewarding aspect of her job. She commented that it was great being able to help the students get what they need.

On the other end, she indicated that the workload in the health room was the least satisfying. She said additionally that seeing the extra help that Fox River has in the office and health room was frustrating at times knowing her and Jessica had to cover all of the responsibilities by themselves at Evergreen.

Changes in her position that would improve it would include more training in the health room including first aid, medication dispensing training and training regarding diabetics. Especially for a new person, this would be very helpful.

In the area of support, she felt that most of the time she received adequate support. Regarding feedback she felt she received sufficient feedback but stated she only had 2 written reviews in the 5 years she was at the district. She suggested annual reviews as a means for feedback as well as for determining increases.

██████ felt that there were things that could be changed to create a better workplace. One she noted was to improve the morale stating the district is different than when she started and that she felt people feel underappreciated. Additionally she stated that there could be better consistency relating it to both employees and students and she felt that there could be better communication from administration.

██████ felt working here was a positive experience. She said this is a hard working district that does a good job overall. She also commented that the district could be more sincere. One additional comment is that the district should evaluate job responsibilities better.

This is a district she would consider working for again in an administrative assistant role.

Denise

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