



**Warren County Board of Education**  
**Administrative Offices**  
**2548 Morrison Street**  
**McMinnville, Tennessee 37110**

**Exit Interview**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Length of service: \_\_\_\_\_ Effective Departure Date: \_\_\_\_\_

**Warren County Board of Education** requests that you take the time to answer the questions below. Your honesty is appreciated, and all responses will be held in confidence.

- What are your reasons for leaving?
- The quality of supervision is important to most people at work. How was your relationship with your supervisor?
- What did you like the best about your job?
- What did you dislike about your job? What would you change about your job?
- What would you recommend to help us create a better workplace?
- Can you offer any other comments that will enable us to become a better employer?

## Employee Exit Checklist

This form is designed to ensure that the required processes are followed and that all company property and equipment is returned. Please have checklist signed by the following to confirm that the appropriate items have been returned and or actions completed. This form has to be completed and placed in the employee's personal file.

It is the employees' responsibility to ensure that this form is completed and returned to your Supervisor on your **final day**. Please note that your final pay will not be prepared until this form has been sent to your Supervisor and Finance Department.

Name: \_\_\_\_\_ Dept. \_\_\_\_\_ Exit Date: \_\_\_\_\_

\*\*\*Please place a check mark below and date if applicable\*\*\*

Resignation letter given to  
Supervisor and date \_\_\_\_\_

Notice period \_\_\_\_\_

Access/Identity Card surrendered \_\_\_\_\_

Office Keys (desk, drawers, filing cabinets) \_\_\_\_\_

Exit interview conducted \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*\*\*If you are moving please provide us with your NEW address:

\_\_\_\_\_  
\_\_\_\_\_