



Effective Exit Interviews

Purpose of exit interviews

To establish why the teacher or technician is leaving.

Who should conduct them

Head of department or line manager. Outcomes should be shared with managers so actions can be taken.

Example of exit interview questions

- What were your main reasons for working at this school?
- What are the main reasons for submitting your resignation?
- What did you enjoy most about your job?
- What did you dislike about your job?
- Would you recommend other teachers to apply to work for this school?
- What do you think are the main priorities where the school can improve?
- How would you describe your career progression and development?
- How would you describe your working relationships with your line manager/colleagues in your department?

Actions

- Reflect on reasons for leaving
- Positive or negative reasons?
- What can be learnt? Maintain current working practices or make changes?
- Keep a spreadsheet or log to monitor reasons for leaving. Any patterns?

* If you feel you or your department would benefit from having independent, external exit interviews, there is more information and prices here