



To Be Completed By the Employee

Purpose

The Exit Interview (P-1A) Form is used for analysis purposes whenever an employee is separating from District employment or when the employee is transferring from one department to another. The form is not mandatory but is highly recommended as a way to identify environmental problems or patterns requiring administrative attention.

Name _____ Job Title _____

SS # _____ Department _____ Date Last Worked _____

1. In your own words, please state the reason for your separation. _____

2. What good feelings do you carry away from your employment with the District? _____

3. What negative feelings do you carry away from your employment with the District? _____

4. Did you receive sufficient training and instruction to be effective in your job? Yes No

5. Did your supervisor fairly evaluate your performance on the job? Yes No

6. Did the District provide an environment free from harassment and/or discrimination? Yes No

7. Did the District promote a diverse and tolerate environment that was supportive of your cultural heritage? Yes No

8. Provide suggestions that you feel would improve the operation of this department and the District as a whole.

For purposes of future employment reference requests, I authorize Butte/Glenn Community College District and it's agents to provide any achievement, performance, attendance, personal history (reliability, honesty, inappropriate work behavior), and disciplinary action information. I direct any representative of the District to release such information upon request of any representative of the requesting employer, regardless of any agreement I have made with the District previously to the contrary. I release any individual, including records custodians of the District, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization, understanding that the information released may be detrimental to my obtaining employment with the requesting employer.

I also understand that by not signing this waiver, the District and it's agents are not authorized to provide information regarding my job performance, even when specifically requested by me.

Employee Signature

Date

Please forward the completed Exit Interview Form to Human Resources

To Be Completed By Human Resources

Comments on employee's responses:

Signature of HR Staff

Date