



Voluntary Staff Exit Survey

An exit survey will be provided by the HR Administrator to a staff member leaving the Board within 21 days of the employee's departure from the Board.

Responsibilities

Principals/Supervisors will:

Inform those employees who are retiring or resigning that there will an invitation from the HR Department to provide feedback on their employment experience with the Board, and that this survey is voluntary.

HR Administrator will:

- Provide a 'Voluntary Exit Survey' to all employees who leave the Board's employment through retirement or resignation.
- Provide a postage paid envelope with which to return the survey to the HR Department by mail.
- In a cover letter, indicate that this response is voluntary, that responses related to personnel matters will be confidential unless the safety of others is compromised, and that information related to improved department and Board efficiencies is encouraged.
- A process to review Voluntary Staff Exit Surveys will be determined by the Executive Council, who will review suggestions with the appropriate staff, and determine any next steps.



Appendix A - Voluntary Staff Exit Survey

The purpose of this **Voluntary** Staff Exit Survey is to gather information from employees who voluntarily leave the employ of the Superior North Catholic District School Board, either through resignation or retirement. We believe that this information will prove invaluable in contributing towards our continuing efforts to improve conditions of employment for our valued employees. In addition, it will help us learn what has been good about your experience with the Board and to consider areas for possible improvement.

The information you provide will be kept strictly confidential. Also, please note that this survey will not be filed in your personnel file and will only be accessible to a few senior staff members. It will be filed by the Human Resources Administrator in the HR office, in a folder labeled "Voluntary Staff Exit Surveys".

EMPLOYEE INFORMATION

NAME: _____

POSITION: _____

SCHOOL: _____

PRINCIPAL/VICE-PRINCIPAL/SUPERVISOR: _____

TERM OF EMPLOYMENT: Hire Date: mm _____ dd _____ yyyy _____

Last Day Worked: mm _____ dd _____ yyyy _____

- REASON FOR LEAVING:**
- Other Employment
 - Layoff
 - Return To School
 - Retirement
 - Family/Personal Reasons
 - Relocation
 - Career Change
 - Health
 - Other (Please Specify)

JOB SATISFACTION

What motivated you to accept a position with the Superior North Catholic District School Board?
(Check all that apply.)

- Board Mission
- Board Goals
- Recruitment Process
- Nature of the Posted Position
- Salary
- Benefits
- Desire to Work For This Employer
- Ability to Impact Student Success
- Other (Please Specify)
- Geography/Location

Overall, I derived satisfaction from my job.

- Strongly Disagree
- Disagree
- Undecided
- Agree
- Strongly Agree

What was satisfying, rewarding and/or interesting during your employment?

My understanding of the position and the Board conveyed through the recruitment process was consistent with the actual job experience.

Strongly Disagree Disagree Undecided Agree Strongly Agree

What would you change to make your job more rewarding and satisfying?

PROFESSIONAL DEVELOPMENT AND TRAINING

Overall, I received sufficient training, professional development, and/or support for effective job performance.

Strongly Disagree Disagree Undecided Agree Strongly Agree

I feel that I had adequate opportunities for career advancement in the Board.

Strongly Disagree Disagree Undecided Agree Strongly Agree

Please provide us with any additional comments you may have about the professional development and training opportunities you received at the Board.

WORKING CONDITIONS

I feel issues and/or concerns were handled in a satisfactory manner.

Strongly Disagree Disagree Undecided Agree Strongly Agree

I feel that I was provided with a healthy and safe working environment.

Strongly Disagree Disagree Undecided Agree Strongly Agree

I feel that any suggestions for improvement I had were welcomed.

Strongly Disagree Disagree Undecided Agree Strongly Agree

I feel cooperation and teamwork were encouraged.

Strongly Disagree Disagree Undecided Agree Strongly Agree

I would consider reapplying to the Board for employment if I were able to do so.

YES NO Unsure

I would recommend the Board as an employer to others.

YES NO Unsure

Would you have remained at the Board if the working conditions had been different?

YES NO Not Applicable (eg. Retirement, Relocation, Layoff)

What would have needed to be different for you to have remained an employee at the Board?

CULTURE

I feel that I positively contributed to student achievement.

Strongly Disagree Disagree Undecided Agree Strongly Agree

I feel that my employment with the Board enhanced my faith formation.

Strongly Disagree Disagree Undecided Agree Strongly Agree

How would you evaluate the Board as a Catholic Learning Community?

No Opinion Poor Fair Good Excellent

SUMMARY

I derived satisfaction from my position.

Strongly Disagree Disagree Undecided Agree Strongly Agree

I had a reasonable workload.

Strongly Disagree Disagree Undecided Agree Strongly Agree

I had all the necessary resources to do my job well.

Strongly Disagree Disagree Undecided Agree Strongly Agree

I saw adequate opportunities for career growth and/or advancement.

Strongly Disagree Disagree Undecided Agree Strongly Agree

I felt my position was a good match to my skills/qualifications.

- Strongly Disagree Disagree Undecided Agree Strongly Agree

I enjoyed the following aspects of my job: (Check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> Community Involvement | <input type="checkbox"/> Work Quality |
| <input type="checkbox"/> Hours of Work | <input type="checkbox"/> Compensation Rewards |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Career Development |
| <input type="checkbox"/> Job Security | <input type="checkbox"/> Relationship with Peers |
| <input type="checkbox"/> Professional Development | <input type="checkbox"/> Relationship with Supervisor |
| <input type="checkbox"/> Physical Surroundings | <input type="checkbox"/> Involvement in Work |
| <input type="checkbox"/> Location | <input type="checkbox"/> Recognition and Appreciation |
| <input type="checkbox"/> Other (Please Specify) _____ | |

What did you value most about your employment with the Board?

Please feel free to add any additional comments you would like to share.

[Thank you for completing this questionnaire.

Your feedback will remain strictly confidential.]



Superior North Catholic District School Board

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Box 610
Terrace Bay, ON
P0T 2W0

Ph: (807) 825-3209
Fax: (807) 825-3885
sncdsb.on.ca

Date: _____

Ms/Mrs/Mr _____

P. O. Box _____

Town

Postal Code

Dear Ms/Mrs/Mr: _____

Regrettably, you recently left the employ of the Superior North Catholic District School Board.

To assist us in always improving in the working conditions of our employees, we are requesting you complete the attached ***Voluntary*** Exit Survey. It will only take approximately 10 minutes of your time, but will be of extreme value to senior administrators in determining where improvements can be made throughout our system for our current and future employees.

The information you provide will be kept strictly confidential; will not be filed in your personnel file; and will be filed by the Human Resources Administrator in a secure location. Thank you for

taking the time to complete the survey. We have included a self-addressed, stamped envelope for your convenience.

We wish you the best of luck with all your future endeavors.

Yours Sincerely,

Human Resources Administrator

Encl.

cc: Appropriate Association Or Union Lead

Geraldton St. Joseph Catholic School	Longlac Our Lady of Fatima Catholic School	Marathon Holy Saviour Catholic School	Manitouwadge Our Lady of Lourdes Catholic School	Nakina St. Brigid Catholic School	Nipigon St. Edward Catholic School	Red Rock St. Hilary Catholic School	Schreiber Holy Angels Catholic School	Terrace Bay St. Martin Catholic School
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