



PELORUS COMMUNITY PRESCHOOL

Exit Questionnaire

Education [Early Childhood Services] Regulations 2008 (and its Amendments): Regulation 47
Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion GMA7

THE PURPOSE

This questionnaire gathers information from people leaving the preschool. This is to help us understand what we do well and where we need to improve. Your participation in this process is appreciated.

Licensing Criteria: Suitable human resource management practices are implemented (GMA7).

GUIDELINES

1. This questionnaire is voluntary.
2. Please answer as many of the questions as possible.
3. Please give the completed questionnaire to the Senior Teacher.

CONFIDENTIALITY

The Senior Teacher or the person(s) assigned to conduct this process will be the only people who will see your results.

Your response will be collated with other responses prior to release to the Board.

I **do not** want to complete this questionnaire – Please provide as a minimum the details below.

Employee name: _____

Final day of work: _____

Duration of employment: _____

Position: _____

If you require more space to write your responses, please write on the back of the page or attach a separate piece of paper, making reference to the question you are referring to.

1.	What job will you be moving to?
2.	Why did you start looking for a new job?
3.	How do you think your new role compares to your role here? <i>A step backward / About the same / A promotion</i>
4.	Did your job with us turn out as you expected?
5.	What did you like most about the job and why?
6.	What did you like least about the job and why?
7.	Did you feel you were able to approach your manager? Why?
8.	Did you feel that you were able to contribute to the preschool ? Explain?
9.	Did you feel you were able to develop skills and knowledge useful to your career while working here? In what areas?

10.	Would you have liked more training? If so what?
11.	Were you provided with the resources and support required to do the job well?
12.	Was your workload fair? Explain?
13.	How has pay level and time off influenced your decision to leave?
14.	What could have been done to retain you in the preschool?
15.	Any other comments you would like to make?
16.	<p>Are you happy to act as a referee and discuss working for our preschool with people who are considering coming to work with us?</p> <p>Yes / No</p> <p>If Yes what phone number will be most suitable to contact you?</p>

17.	Are you happy for us to call you in the future if a job that you may be suited for comes up in our preschool? Yes / No If Yes what phone number will be most suitable to contact you?
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Thank you for completing this questionnaire.

CONFIDENTIAL ANALYSIS

Reasons for employee leaving, in your own opinion:

Suggestions for future action:

Analysis by:

Name: _____

Signature: _____

Date: _____