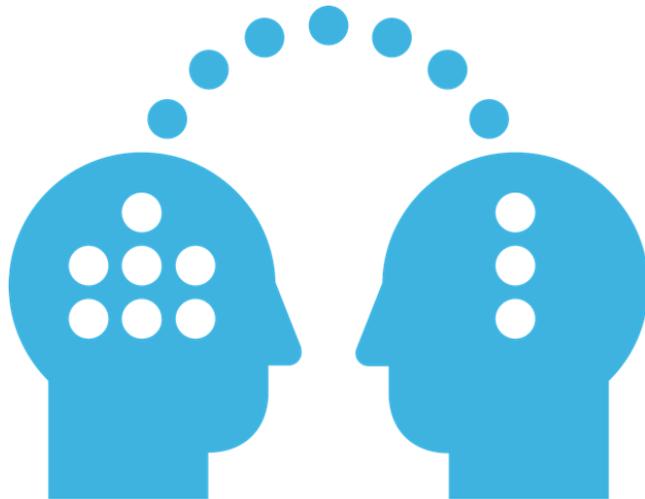


## Examples of Knowledge Transfer Questions

- ❖ What would you consider to be your foremost knowledge assets?
- ❖ Would you be happy to take part in a briefing meeting with managers, replacements, successor, and/or colleagues so that we can benefit further from your knowledge, experience and introductions to your contacts prior to your departure?
- ❖ I realize that you may not be happy with the situation surrounding your departure, however we would really appreciate it if you could help us to understand some of the important things you've been working on - how might we agree for this knowledge to be transferred?
- ❖ What can we do to enable you to pass on as much of your knowledge as possible to us prior your departure?
- ❖ How can we gather and make better use of the knowledge of employees?



## Examples of Exit Interview Questions

- ❖ What is your primary reason for leaving?
- ❖ Did anything trigger your decision to leave?
- ❖ What was most satisfying about your job?
- ❖ What was least satisfying about your job?
- ❖ What would you change about your job?
- ❖ Did your job duties turn out to be as you expected?
- ❖ Did you receive enough training or support to do your job effectively?
- ❖ Did you receive adequate support to do your job?
- ❖ Did you receive sufficient feedback about your performance between reviews?
- ❖ Were you satisfied with this school/district's review process?
- ❖ Did this organization help you to fulfill your career goals?
- ❖ Do you have any tips to help us find your replacement?
- ❖ What would you improve to make our workplace better?
- ❖ Were you happy with your pay, benefits, and other incentives?
- ❖ What was the quality of the supervision you received?
- ❖ What could your immediate supervisor do to improve his or her management style?
- ❖ Based on your experience with us, what do you think it takes to succeed at this school/district?
- ❖ Did any school/district policies or procedures (or any other obstacles) make your job more difficult?
- ❖ Would you consider working again for this school/district in the future?
- ❖ Would you recommend working for this school/district to your family and friends?
- ❖ What did you like most about this school/district?
- ❖ What did you like least about this school/district?
- ❖ What does your new school/district offer that this organization doesn't?
- ❖ Can this school/district do anything to encourage you to stay?
- ❖ Before deciding to leave, did you share your concerns with your supervisor?
- ❖ Did you get an accurate sense of the school and what it would be like to work here before you took the job?
- ❖ Was the interaction with other teachers at this school helpful to you as a teacher?
- ❖ What support do you wish you had gotten that would have helped you in this teaching position?
- ❖ Did you feel prepared to do your job effectively?
- ❖ What should we do differently to help the person who takes your place?
- ❖ What would you improve to make this a better place to teach?
- ❖ Do you have any other comments?

