

**Departure Review (Optional)**

Date: _____

Employee Name: _____ Date Hired: _____

 Certificated Staff Support Staff Custodial Staff Other

Supervisor: _____ School/Department: _____

Thank you for the service you have provided to St. Thomas Aquinas Catholic Schools. Prior to your departure we would appreciate your valuable input. Please take a few moments to complete the following questions.

1. Why have you chosen to leave St. Thomas Aquinas Catholic Schools? _____

2. Were your duties and responsibilities what you expected? If not, please explain.

3. What aspects of your job did you find most rewarding and satisfying? _____

4. What suggestions do you have to make St. Thomas Aquinas Catholic Schools a better place to work? _____

5. Please comment on the Division benefits, working conditions and compensation package. _____

6. What is your opinion of the job, training and orientation provided for the position you are leaving? _____

7. Other comments _____

Please return your responses in a sealed envelope marked 'Private and Confidential' to Mr. Troy Davies, Assistant Superintendent, STAR Catholic Schools, 4906 – 49 Avenue, Leduc, AB T9E 6W6. If you prefer to discuss your departure personally, Mr. Davies would be pleased to meet with you. Please contact his office at 780-986-2500, Extension 217, to arrange a convenient time. Our best wishes in your future endeavours.