

## NEA Employee Exit Survey

Purpose: The Employee Exit Survey can be used by locals and school districts to help pinpoint reasons why educators leave the field. The information gained from the survey can inform the development of programs and supports that aim to retain educators.

Survey: The survey is available as a Google Form at the link below.

**NOTE:** A Google account is needed to use the survey.

To copy the survey, click on the following link:

Teachers: [https://docs.google.com/forms/d/1\\_4xNWaEJiXz42IPo9XP2sfs56g2Z1P2Znp2M2gXpt2U/copy](https://docs.google.com/forms/d/1_4xNWaEJiXz42IPo9XP2sfs56g2Z1P2Znp2M2gXpt2U/copy)

Administration: Distributing the survey is a quick process. Once the form is copied and any edits are made, the survey is ready to be sent.

1. Click on the "SEND" button in the upper-right hand corner of the form.
2. From here the survey can either be sent via email, a link to the survey can be created, or html code can be created to embed the survey on a webpage.

Results: To view the results of the survey:

1. Open the survey in Google Drive.
2. Click on Responses at the top of the survey.
3. From there you can either view and print the graphs or download the data into a spreadsheet for further analysis.

### ***Interpreting the Results***

Google Forms provides graphs with percentages or counts for each question. To determine the percentage of respondents who select a particular response category, the number of respondents in each category is divided by the total number of respondents. For the demographic questions this type of information provides a profile of certain characteristics of the respondents that might be important – for example, if educators of color or male educators are leaving at higher rates than their colleagues. The data report provides the percentages that respond from each of the group categories, and the total of these percentages should equal 100%. For example, an item may have response percentages of 1.6%, 24.2%, 46.9% and 27.3%, for a total of 100%.

Responses to the items regarding why a respondent is voluntarily leaving the profession can help inform efforts to retain employees. To determine the factors that contribute to leaving, add the percentages for those responding “Extremely important” and “Very important” for each statement. The areas in which these statements have the highest percentages are those that the local association and/or the school district should investigate further.

Reporting data in terms of the percentage of the respondents is a convenient way of comparing different items. However, one must be cautious in interpreting the data if several items have percentages very close to each other. For example, it would be appropriate to treat items with response

percentages such as 61.2%, 60.3% and 60.2% as being almost the same. These differences are so small that they do not represent any meaningful differences among the three items.

Care should be taken in interpreting the results. With moderate and low response rates and numbers, the analyst must exercise caution in making generalizations between the respondents and the overall population since demographic and other personal characteristics may be underrepresented or overrepresented among the respondents.