Exit interview template

**Tips:**

* Offer the opportunity for an exit interview, explaining that it’s optional and a chance to provide constructive feedback.
* Offer the option of the exit interview being conducted either by the youth researcher’s supervisor or a member of the HR team if they would prefer.
* Make sure you’ve got a quiet/private space to conduct the interview.
* An exit interview is a reflective conversation, not an interrogation – try to keep the tone relaxed and casual.
* Try and conduct the exit interview in the days leading up to the youth researcher’s final day, but not on their actual final day.

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| **Interview information** | |
| Date of interview |  |
| Youth researcher name & position |  |
| Name of person conducting this interview & position |  |
| Project/s worked on |  |
| **Questions** | |
| 1. What motivated you to apply for this position? |  |
| 1. How would you describe your overall experience in this role? |  |
| 1. Did this role meet your expectations, and why/why not? |  |
| 1. Did you feel that you were adequately trained, equipped and prepared to meet the expectations of this role? |  |
| 1. What have been the best parts of working in your role? |  |
| 1. Was there anything your team could have done better to support you in this role? |  |
| 1. Is there anything you think should be changed about this role? |  |
| 1. Is there any feedback you would like to give on the research project? Anything that should be done better or changed? |  |
| 1. Have you experienced any changes as a result of this role? |  |
| 1. Anything else you would like to add? |  |