Introduction by interviewer on what an exit interview is and why it is important; explain confidentiality regarding responses as critical to improve the position/program in the future.

- **Reaction:** What has been good, enjoyable, and/or satisfying for you in your time with us?
- **Reaction:** What has been frustrating, difficult, and/or upsetting to you in your time with us?
- **Training:** What training would you have liked or needed that you did not get, and what effect would this have had?
- **Performance Management:** What can you say about the way your performance was measured, and the feedback to you of your performance results?
- **Management and Supervision:** What can you say about the way you were managed/supervised? On a day to day basis? On a month to month basis?
- **Position Management:** What suggestions would you make to improve working conditions, hours, shifts, amenities, etc.?
- **Engagement/Motivation:** What would you say about how you were motivated, and how that could have been improved?
- **Position Management:** If you could change anything about the position, program, or department, what would it be?
- **Other ideas or feedback?**

Wrap up: thank for service; re-emphasize confidentiality of responses; explain how the information will be used and other off-boarding processes (last paycheck date, removal from listservs/systems, etc.)