When an employee resigns, an exit interview with ITS HR should be scheduled. This interview should be thorough and informative. It is an excellent method and a most appropriate time to obtain the employee’s opinions, complaints and/or suggestions. A statement should be made explaining the reason for separation. To be worthwhile, the information should be clear, complete and revealing. *The following is a sample of an exit interview.*

**Date: _______________**

**Employee Name: _______________________________________________________________**

**Interviewer’s Name: ____________________________________________________________**

1. Specifically why are you leaving Information Technology Services?

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

2. What did you like most about working in Information Technology Services?

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

3. What did you like least?

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

4. What would you have changed to make your position more effective?

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________
5. What are the strengths of the unit you worked in and/or the organization?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

6. What could be improved in the unit and/or Information Technology Services?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

7. Would you consider working in Information Technology Services in the future?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

8. Additional Comments:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________