



ITS guide
exit interview

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:

SAMPLE