

Exit Interview B:

Staff and Volunteers

Use this template to help get feedback about your organisation.

Schedule half an hour with the departing staff member/volunteer on their last (or near to last) day of work. Find a quiet space to sit together informally and avoid any interruptions.

Let the interviewee know that you are seeking the information as part of a process of improving your organisation, and that their honest feedback is encouraged.

Name of Staff Member/Volunteer: _____

Position they held: _____

1. What was the experience of working here at _____ like for you?

2. What were your best experiences working here?

3. What were your most challenging experiences here?

**4. Did you feel adequately supervised and supported in your work?
Add comments ...**

5. We would really welcome any ideas or opinions you have about how we can improve our organisation for kids and for workers/volunteers/students.

Interviewer's Name: _____ Date: _____