



## Sample Exit Meeting Questions

As part of the separation process, supervisors are encouraged to hold exit meetings with departing employees. These meetings between the supervisor and departing employee should be specific to the position/department and may be in addition to the broader exit survey or interview performed through the Office of Human Resources.

Feedback from separating employees is often more open and honest than that of current employees, and information gained from exit meetings can provide an opportunity for the organization to listen and learn about what is being done well and what could be improved. Below are sample exit interview questions that supervisors or divisional leaders can use when conducting an exit meeting with an employee in their area.

- Why are you leaving your position, and/or what led you to the decision to leave?
- What was the most rewarding part of your job?
- What was the most challenging part of your job?
- Did your job description accurately reflect your job responsibilities?
- What is your perspective about institutional or departmental leadership?
- Did you feel your achievements were recognized throughout your employment?
- Were you provided the opportunity to enhance your job skills and receive needed professional development?
- Do think that UW-Green Bay supported your career goals while you were an employee? If not, how can we improve in that regard?
- How would you describe the campus culture and employee morale? How could we improve in these areas?
- (If the employee is a supervisor) What additional supports do you feel that UW-Green Bay or divisional leadership can provide to supervisors at UW-Green Bay?
- What qualities do you think we should look in a candidate for when we recruit for your positions?
- Would you change anything about the position/posting if you were recruiting for your replacement?
- (if applicable) Did you feel that you had the opportunity or mechanism to share any of the concerns we have discussed today with anyone at UW-Green Bay before deciding to leave?
- Is there anything that would have changed your mind about leaving?
- Do you have any other concerns or comments that you would like to address?