

PARTICIPANT EXIT INTERVIEW WITH HOST

Exit interviews are a valuable resource for both participants and hosts to take time to reflect on their experience and how they have both contributed to the career development experience. These interviews should mainly focus on the participant's feedback for the host on their ability to provide a meaningful CDE.

For participants, this is a great opportunity to engage in a common professional practice when leaving a job. For a managing organization, this is helpful information to determine the capacity of a host and any additional supports needed to provide a quality CDE that is able to meet the expectations of the program.

Managing organizations should develop these exit interviews in collaboration with the host so that both are able to debrief on the feedback received from the participant together.

GUIDELINES FOR HOSTS

- Exit interviews should be conducted with participants at or very near the end of their career development experience (avoid scheduling on their absolute last day, since there are typically many logistical items to attend to that day).
- Schedule the exit interview in advance and provide the questions to be discussed so that participants have time to reflect and prepare their responses.
- Include any team members who worked directly with the participant, but do not overwhelm them with too large of a group – this should be a casual and relaxed setting.
- Explain the purpose of the exit interview and that you may be taking notes throughout.
- Encourage participants to be as candid about their experience as possible so that you can better understand the strengths of your space as well as ideas for future program planning.
- Begin with more general questions to help the participant feel more comfortable and gradually move towards any questions that might be more sensitive based on their experience.
- Allow time for the participant to provide suggestions for improving the CDE program and ask any remaining questions they may have.
- Thank the participant for their time and honesty! Provide your business card to the participant for future networking.

SUGGESTED EXIT INTERVIEW QUESTIONS

- How similar was your career development experience to your expectations?
- How well did your career development experience provide information about your chosen career field?
- What was the best part of your career development experience?
- What was the most challenging or difficult part of your career development experience?
- What did you learn from completing your career development experience?
- Would you recommend our company/organization to other students for a career development experience?
- What suggestions do you have for improving our career development experience program?