Employees may participate in an In-Person Exit Interview at the time of their separation. For departments that do not have an exit interview, the following questions can be used to facilitate the In-Person Exit Interview. These questions were developed for managers, supervisors, and Ombuds/Dispute Resolution personnel to obtain additional information from departing employees concerning their employment experience. To participate in an In-Person Exit Interview, an employee may either schedule a time with his or her manager or contact Ombuds/Dispute Resolution Services by calling 277-2993. In addition, the University offers an Online Exit Interview which can be requested at https://hr.unm.edu/exit-interview. The employee’s response on the online survey will be reviewed in the aggregate, and it will help determine trends and opportunities for improvement. The two interviews capture different information. For that reason, employees are encouraged to participate in both the In-Person Exit Interview and the Online Exit Interview.

Name ___________________________ UNM ID ___________________

Department __________________________

What would have made you stay in the position you are vacating?
_________________________________________________________________________________________________
_________________________________________________________________________________________________

What are the key qualities and skills we need to look for when hiring a person for this position?
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Do you have any suggestions for improvement?
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Do you have any overall or clarifying comments you would like to include?
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Did you talk to any other office(s) or supervisory/management staff about the information provided? If yes, please list the office(s) and/or person(s).
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Interviewer (please print) __________________________ Date ________________

Additional information or comments may be provided by attaching another sheet.