

IN-PERSON EXIT INTERVIEW

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 _____