

# EXIT INTERVIEWS

## How to Exit a Company Effectively

### WHY?



- Receive feedback to identify your strengths, weaknesses and opportunities for professional development
- Inform the company about negative experiences and suggest potential improvements for future employees
- Praise the company for any positive experiences you had and reinforce positive benefits for future employees
  - Find out what steps you would need to take to be hired by them again in the future

### HOW?



- An Exit Interview could be conducted directly with your supervisor or someone from the HR department

“I would like to thank you again for the opportunity to work with your company over the past 4 months. Would it be possible for us to set up an Exit Interview before I leave? I would like to provide you with some feedback about my experience here and request some feedback about my performance to enable my professional growth for future opportunities.”



- Prepare feedback
- Prepare questions about your performance - focus on areas you particularly want to improve
- Ask for examples of negative performance or weaknesses and advice on how to improve
- Ask for clarification or how you could have behaved differently
- Establish a few goals for your future professional development
- Ask your interviewer for resources to help you work towards these goals
- Thank them for their time

### ASK!



- Ask for a reference letter or recommendation if you receive positive feedback during your exit interview
- Verbal reference: Provide this person's contact details to future employers after interviews
- Written reference: Add this reference letter to a physical portfolio and hand it to potential employers
- LinkedIn Recommendation: Add this person's recommendation to your LinkedIn profile

