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| |  |  | | --- | --- | | Version | 001 | | Date Approved |  |   Volunteer Exit Interview Record |

***Opening of Interview***

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| 1. Discuss the various ‘housekeeping’ tasks associated with leaving >>>>> e.g. when to return keys, handover arrangements, and client related issues. |

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| 2. Explain the purpose of the exit interview and assure the volunteer of the confidentiality of the discussion. |
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***Exit Interview Questions***

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| 1. What is your main reason for leaving? |
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| 2. Did the role meet your expectations? |
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| 3. Are there any changes you believe should be made to the role? |
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| 4. Did you receive adequate support, including training, in your role? |
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| 5. Any other comments you would like to make? |
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***Conclusion of Interview***

Wish the worker well and thank them for their contribution to the Exit Interview process.

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| ***Action to be Taken*** |
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**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Volunteer) (Date)

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

( Volunteer Coordinator ) (Date)