

DRAFT Exit Interview – June 2025

To be added as paragraph to “The Hamlet Employee Handbook”, Subsection “Separation from Employment”:

You will be invited to participate in an Exit Interview. Participation is voluntary and will not affect your ability to be rehired per the “Rehire and Reinstatement of Employment” guidelines. The Exit Interview will be completed by a Hamlet Board Member or duly authorized representative. The interview will be conducted in person at a mutually beneficial time shortly before or after the exiting employee’s last workday. Feedback from the exit interview will be maintained confidentially and not shared without explicit consent and in no instances will the name of the former employee be shared.

Note – not sure where forms like this “live”? An attachment to the employee handbook?

The Hamlet Exit Interview Protocol

Instructions for use:

1. Conduct exit interview in person and in a confidential space.
2. Complete exit interview by a designated individual who is unfamiliar with the work of the exiting person.
3. Ensure results of the exit interview are maintained in a confidential matter by recording only stated information without names or other identifying information.
4. Inform exiting individual before beginning of how confidential information will be maintained.

Exit Interview Questions:

1. What aspects of your job did you enjoy the most?
2. What challenges did you face in your role?
3. How would you describe the work environment here?
4. Did you feel included and valued as part of the team?
5. How would you describe your relationship with your manager?
6. Did you receive the support you needed?
7. Were you satisfied with the career development opportunities provided?
8. What prompted you to start looking for a new job?
9. What could we have done to keep you at The Hamlet?
10. What is your next opportunity that we couldn't provide?