

DRAFT Exit Interview – June 2025

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

Upon leaving The Hamlet, employees will be invited to participate in an Exit Interview. Participation is voluntary and will not impact eligibility for rehire (in accordance with The Hamlet’s “Rehire and Reinstatement of Employment” guidelines). The Exit Interview will be conducted by a Hamlet Board Member or an authorized representative, and scheduled at a mutually convenient time shortly before or after the employee’s final workday. Feedback from the interview will be shared with the Board to help inform future improvements, and appropriate follow-up actions may be taken. To protect the employee’s privacy, the individual conducting the Exit Interview will not disclose the employee’s name when presenting their feedback.

*To be added to The Hamlet Board Notebook:*

## **The Hamlet Exit Interview Protocol**

Instructions for use:

1. Conduct the exit interview in person (if possible), and in a private, confidential space.
2. Assign a designated interviewer who is not directly familiar with the exiting employee's work.
3. Maintain confidentiality by documenting only the information shared during the interview. Do not include names or identifying details unless necessary.
4. Explain confidentiality measures to the exiting employee before beginning the interview, including how their feedback will be used and protected.

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?
11. Is there anything else that you would like to share with us?