

COM 498

Exit Interview

“Experience is not what happens to a man; it is what a man does with what happens to him.”
Aldous Huxley

Exit Interviews allow both the person leaving the organization as well as the organization to learn from the experience and to continue their development. With your internship the exit interview offers you an opportunity to discuss your strengths and weakness with your supervisor (and mentor). It offers your supervisors a chance to provide you with advice on how to enhance your skills in order to succeed in this area. The exit interview also provides you the opportunity to offer your supervisor and mentor suggestions to enhance the internship experience for future interns or their organization based on knowledge developed through your coursework in the Communication Studies Department at UNCW.

Exit Interview Requirements

1. Schedule a meeting with your supervisor on the last day at your internship or within a few days of finishing your hours at the agency.
 - a. If you worked closely with a mentor please ask them to attend the meeting or schedule a second exit interview with them.
2. To help you prepare for the exit interview I have supplied some typical exit interview questions. Before the meeting think about how you would answer your supervisor's questions, as well as prepare your list of questions. Please remember my list of questions is just to assist you in preparation, feel free to ask additional questions.
3. During the meeting listen carefully to the advice being offered and be prepared to incorporate into your final paper for class.
4. Your supervisor will confirm the interview occurred and your involvement in the interview when completing the intern evaluation which I supply the last few weeks of your internship.

Organization - Typical exit interview questions adapted for an internship experience include:

- ✓ In what ways did the internship meet your initial expectations?
- ✓ What did you enjoy about the internship?
- ✓ What are you proud of from your time here?
- ✓ What goals did you meet?
- ✓ What did you find frustrating this semester?
- ✓ What suggestions do you have for improving the internship experience for future interns?
- ✓ What suggestions do you have for improving the culture of our organization based on your experience?
- ✓ What aspects of your training and skill development did you feel was sufficient or insufficient during your internship?
- ✓ What have you learned here that you can take with you to your next step?

Intern – Sample Exit Interview Questions:

- ✓ What do you feel my strengths are and why?
- ✓ What do you feel my deficiencies are and why?
 - What suggestions do you have for reducing these deficiencies?
- ✓ Please offer feedback regarding my maturity, and disposition.
- ✓ Please offer feedback on my initiative, creativity and the ability to work with others?
- ✓ What suggestions can you offer me on how I might improve my chances of succeeding in this field?

Sources:

- ✓ SkillSoft Job Aid – Exit Interview Questions
- ✓ SkillSoft Skill Brief – Exit Interviews
- ✓ The 7 Hidden Reasons Employees Leave—How to Recognize the Subtle Signs and Act Before It's Too Late by Leigh Branham available Books 24/7
- ✓ Successful Interviewing: Techniques for Hiring, Coaching, and Performance Management Meetings by Diane Arthur available Books 24/7