Offboarding Checklist

Exit Interview Guidelines

In general, when an employee gives appropriate notice and is preparing to leave his/her current position, you as supervisor or your principal/department head should conduct an exit interview with the employee.

Below you will find a list of questions that can be used as a template during an exit interview. The information received should be for your records to help you and your location/department improve. Please share results with your principal/department head and HR Generalist as appropriate.

*Note: The below are examples and should be adjusted accordingly.*

1. When is your last day of work?

2. Where/what is your new position?

3. Do you feel comfortable sharing the difference in salary you will be making *(if appropriate)*?

4. Is there anything that we can do to keep you from leaving *(if appropriate)*?

5. Is there anything you wish to tell me regarding your work for Albemarle County Public Schools/Local Government?

6. Do you have any suggestions for ways in which we can improve how we operate?

7. Is there anything else that you feel I should know before you end employment with us *(if there is anything shared that may border on policy violation issues/problems, please ask if he/she would mind if you reported/discussed the issue with the HR Dept.)*?