# Sample Exit Interview

Schedule an exit interview in advance to give the intern an opportunity to prepare thoughts and questions. Avoid scheduling it on the student’s last day on the job so that there is time to take care of any action items that come up.

**Exit Interview Steps**

1. Explain the purpose of the exit interview
2. Encourage the intern to be as candid as possible
3. Explain that you will be taking notes
4. Begin with less sensitive questions to put the intern at ease
5. Gradually move into areas of greater sensitivity
6. Ask the intern if he/she has any remaining questions or suggestions for improving the internship program
7. Conclude by thanking the student for his/her time and honesty

**Exit Interview Summary**

Name: Date:

Department: Supervisor:

Company property returned:

Keys: \_\_\_

Badge: \_\_\_

Phone: \_\_\_

Computer: \_\_\_

Other: \_\_\_

1. How similar was your actual assignment to your expectations?

(1=disagree, 5=agree)

1 2 3 4 5

1. How would you rate (company name) as a place to work?

(1=poor, 5=excellent)

1 2 3 4 5

1. How well did your experience provide information about your chosen field?

(1=unsatisfactory, 5=exceeded expectations)

 1 2 3 4 5

1. What was the most valuable experience during your internship?
2. What was the part of your internship that provided the most challenge and caused you to work outside of your normal comfort zone?
3. What suggestions do you have for improving the internship program?
4. How similar was your actual assignment to your expectations?

(1=disagree, 5=agree)

1 2 3 4 5

1. How would you rate (company name) as a place to work?

(1=poor, 5=excellent)

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1. How well did your experience provide information about your chosen field?

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2. What was the part of your internship that provided the most challenge and caused you to work outside of your normal comfort zone?
3. What suggestions do you have for improving the internship program?

Notes: