



**CAUT LIBRARIANS CONFERENCE  
NEGOTIATING THE CHANGING CULTURE OF ACADEMIC LIBRARIANSHIP**

**Exit Interview Activity**

1. Form groups of three.
2. One person will act as the employee who is leaving. The second person will act as the interviewer. The third person will act as the note taker.
3. Using the following interview questions or probes, conduct a brief (5 minutes) exit interview.
  - A. What is your position?
  - B. What are your key tasks or responsibilities? How do you go about doing your job and can you identify any problems or pitfalls that your successor should be aware of?
  - C. What knowledge would your successor need to be successful in this position?
  - D. Do you have any key contacts (internal, external)? Who do you go to for information to help you do your job?
4. Regroup to discuss how you would proceed with identifying the key personnel or critical jobs that should be targeted for exit interviews.