

Goffstown Public Library

Exit Interview: Questions and Process

Process:

1. Resignations must be submitted in writing. This is in the personnel manual, the expected notice length, exit interview requirement and process will be added to the personnel manual.
2. The Library Director will inform the LBOT Chair and Vice-Chair of any resignation within one (1) business day of receipt of the resignation.
3. The Chair or Vice-Chair will coordinate with the Library Director selecting dates and times to conduct the exit interview, for adequate Library coverage during the interview and offer those dates/times to the employee that has resigned.
4. The Chair or Vice-Chair will notify the employee by email of the possible dates/times for the exit interview and will communicate the chosen date/time to the Library Director.
5. Exit Interviews will be scheduled near the end of a shift, during work hours.
6. The exit interview will be conducted by the Chair and Vice-Chair of the LBOT.
7. Notes will be taken during the exit interview. The notes will be added to the employee's personnel file and destroyed after a period of three (3) years, per the advice of PRIMEX.
8. The employee will have the option to have the exit interview held outside of the Library Building and to bring a person, who is not a member of the library staff, with them to the interview if they so choose.
9. The Chair and Vice-Chair will summarize any information obtained in the exit interview that would benefit the Library Director in improving job descriptions, processes and procedures.
10. All information from the exit interview will be shared with the full LBOT during a nonpublic session.
11. The Chair and Vice-Chair will thank the departing employee at the end of the exit interview and show appreciation for their participation.

Questions:

1. What contributed to your decision to leave this position?
2. What additional skills and qualifications do you think we should consider for this position?
3. How has working at the Goffstown Public Library improved your skill set?
4. Did you receive enough training and support to do your job effectively?
5. How do you feel about the feedback you received from your supervisor?
6. Was there anything especially challenging that you had to contend with?
7. If you could change one work process and one procedure, which ones would you change and why?
8. Would you recommend the Goffstown Public Library to prospective employees?
9. Is there anything else that you would like the Library Board of Trustees to know about, that we didn't ask you?