

EXAMPLE EXIT INTERVIEW TEMPLATE



[Name of organisation] Volunteer Exit Interview

Thank you for volunteering with us. The aim of this exit interview is to see what you thought of your overall volunteering experience here. We would also appreciate any comments or suggestions (good or bad) that you have about your experience and also about what changes (if any) you think would be a good idea.

Name:

Role:

**Where numbers are given please rate each aspects on the scale where:
5 = excellent/very well and 1 = very poor/not at all**

How would you rate your induction and introduction?

1	2	3	4	5

How would you rate your overall volunteering experience?

1	2	3	4	5

How well did you volunteering meet your expectations?

1	2	3	4	5

Discussion points

Are there any ways in which you think we should change the role you have been doing or the ways that we work with volunteers?

Did you feel adequately supported in your volunteer role or do you have any suggestions for the way this could be improved?

Do you feel that the role enabled some of the aspects that you highlighted in your Personal Development Plan when you started volunteering with us?

Finally, are there any other comments that you would like to make about your experiences with us or how we operate?

Thank you very much for completing this questionnaire. The results from this will help us evaluate how we work with volunteers and what changes we can make to improve the overall experience.