

# KNOWLEDGE RETENTION & TRANSFER (KRT) MODEL



## SAMPLE EXIT INTERVIEW QUESTIONS

**Purpose:** In addition to the Handover Memo, use this template to conduct exit interviews for staff departing, rotating to other posts, changing offices or retiring from the organization. If multiple staff are departing at the same time, you could facilitate a group interview. You are encouraged to have a note taker and/or record (voice or video) the exchange to capture the knowledge and information shared.

1. Talk about the most enjoyable aspect of your time working in *[insert organization name]*. In which job-related area(s) would you say you learned the most or have experienced significant personal growth? What would you say has been your most important contribution during your time in *[insert operating unit name]*?
2. Are there further learning or training opportunities that should be offered and/or that you found helpful and enjoyable? Are there any changes or improvements you would like to suggest?
3. To ensure local context is incorporated and all stakeholders are working with the most up to date information, how can *your organization/office/team* support the capture, organizing and sharing of knowledge with others across your organization?
4. Could your skills, qualifications, and experience have been used to better advantage?
5. Is there anything we should have asked but haven't?