

Exit interviews for knowledge sharing at the Alliance

Everyone at the Alliance has considerable knowledge and expertise. When someone leaves the organisation, a lot of that expertise is lost. Handover notes do not always capture more tacit, internal learning and **the exit interview is a chance for the leaver to reflect on their time at the Alliance and provide recommendations to help their successor**. One-to-one handovers are often not conducted due to posts being vacant for some time – the exit interview hopefully provides a recorded handover to the new person joining.

Remind the interviewee that they should **imagine they are talking to their successor**. The interview may also be shared with their line manager and others.

Imagine it is their first week in the job- what would be useful for them to hear (so not too negative!).

Questions

1. Can you briefly describe your role at the Alliance?
2. What did you achieve at the Alliance that you are proudest of? Why? What worked? How did you do it?
3. Can you name a few projects, approaches or ways of working which you think demonstrate good practice (i.e. work especially well or are especially effective)? Why?
4. Looking back over your time at the Alliance, what did you enjoy the most?
5. What was the biggest challenge/frustration? How did you overcome it? How did you manage it?
6. If you look back to when you started your current role at the Alliance, what do you wish you'd known? What would you do differently?
7. What did you wish you had done, but didn't?
8. What training have you had at the Alliance that you think was particularly useful? Why?
9. If you heard that a new person was joining soon, what kind of advice would you give them? What three key lessons / recommendations / resources would this person need to know? What should they read? Who should they talk to?
10. What will you take away with you from your time at the Alliance?