**Exit Interview Template**

(Use this form for each finding relevant to this interviewee.)

Name of Interviewee: Date:

Finding: (Insert the exact language of the finding here and read it to the interviewee)

If the interviewee DISAGREES with the finding, in whole or in part, ask (as relevant):

* What exactly do you disagree with?
* What facts support your position?
* Who else supports your position or has knowledge of these facts?
* What documents or other data support your position, and how can we access them?

If the interviewee AGREES with a finding that identifies a problem, ask (as relevant):

* Have you or the entity taken any steps to solve this? If so, please describe.
* How would you suggest the problem be solved?
* Are there any alternate solutions?
* What steps would need to be taken to implement the (*or* each alternate) solution?
* How much time would it take to implement the (*or* each alternate) solution?
* What would the (*or* each) solution cost, and are the funds/staff currently available?
* Is there any way to make the (*or* each) solution more affordable?
* Which board or official of your entity has the power to carry out the (*or* each) solution?

ASK: Is there anything else you would like to tell us about this?