**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 part, ask (as relevant):

* What exactly does the interviewee disagree with?
* What facts support the interviewee’s position?
* Who else supports the interviewee’s position or has knowledge of these “facts?”
* What documents or other data support their position, and how can we access them?

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

* How would the interviewee 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?
* What, if any, actions have already been taken to solve this problem?

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