

EXIT INTERVIEW

Every effort should be made to have an employee sit through either an oral interview or submit a written Exit Interview answering the following questions at a minimum.

1. How long have you worked for the Bay County Library System?
2. Why are you leaving the Bay County Library System?
3. What did you like most about your job?
4. What did you like least about your job?
5. Could your immediate supervisor made your job easier? How?
6. Are there any changes in job duties or library procedures that you would like to see implemented in the future?
7. Please make any additional statements either written or oral that you feel would help the library system operate better or help improve service to the public.

Answers will be kept confidential and will be sent to the Library Director and Board.