**(Delete before giving student this form)**

It is important to conduct an exit interview with all students that have completed a work experience placement within your business. This should be conducted in addition to students submitting independent feedback to Springboard. Below is a sample of questions you might want to use for your exit interview.

Provide the student with relevant feedback on their performance. **(Refer to your student assessment form)**

**Exit interview for student – sample template**

* 1. What have you enjoyed most about your work experience?
	2. What did you least enjoy?
	3. What skills have you developed during your time with us?
	4. What could we have done to improve your time with us?
	5. How do feel you have developed both personally and professionally?
	6. What have you found to be your true strengths and what areas do you believe you need to develop further based on your work experience?
	7. Do you feel we provided you with enough information about your placement prior to you starting?
		+ If not, what information would you like to have received?
	8. Has your experience helped you to decide what you would like to do in the future, please give examples?
	9. Have you felt supported during your time with us?
	10. Please sum up your experience with us?
	11. Is there any further feedback you would like to provide?