

Exit Interview Tips

Preparation:

- Review the Exit Interview Questions
- Be familiar with the items in your portfolio

Personal Appearance:

- Dress appropriately
- Be well-groomed
- Do not chew gum
- Use body language to show interest – don't slouch
- Make frequent eye contact
- Smile

During the Interview:

- Learn the Interviewers' names and greet them with firm handshakes
- Establish rapport
- Use good manners and be polite
- Relax and don't be embarrassed by slight nervousness
- Answer questions directly and concisely
- Listen carefully to questions asked and ask for clarification if necessary
- Be aware of your nervous habits
- Use proper English – avoid slang, avoid “like” and “umm”
- Be enthusiastic
- Don't exaggerate or lie
- Don't be afraid to think before you speak (thoughtful pauses are acceptable)
- Be careful with the closing – don't linger, end courteously
- Thank the interviews when you leave and shake hands
- Be yourself!

Exit Interview Questions

1. Please tell us about yourself.
2. Reflect upon how you have chosen your current career direction.
3. Reflect upon your strengths and areas needing improvement. For example: academics, talents, interests, and career values.
4. Where do you see yourself this September, when you are twenty, when you are twenty-five? Include what you have done to prepare for each of these dates.
5. Tell us about one item in your portfolio in which you take pride.