

Exit – Interview

Volunteer Name:

First day of work:

Last day of work:

Volunteering at:

Number of hours per week/month:

Regarding Tasks and Organization

How were the tasks performed in terms of:

- Variety
- Challenging
- Connection to your interest

			Good
Poor	Fair	Satisfactory	Good
Poor	Fair	Satisfactory	

What change or improvement would you consider desirable in your volunteer tasks?

What did you like working at our organization?

What did you not like working at our organization?

- How was the relationship with other volunteers?
- How was the relationship with the professionals?
- How was the guidance / support like?

			Good
			Good
Poor	Fair	Satisfactory	

Poor Fair Satisfactory

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Was there clarity about tasks and responsibilities?

Yes / No, because

Did you have sufficient info about your tasks?

Yes / No, because

Did you have sufficient info about the policy of the organization?

Do you have any ideas or suggestions for our organization?

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Reasons for Leaving

Which of the following motivations play a role:

- personal circumstances (such as living/working situation, health etc.):
- negative aspects of the function:
- attractiveness of other volunteer tasks:
- others:

Can you explain better your motivations?

Would you recommend others to volunteer with our organization?

- Yes/No, because

Organizational Conclusion

Are all colleagues aware of your departure?

- Yes / No, because

Are any cooperation partners aware of your departure?

- Yes/No, because

Have all your activities been transferred?

- Yes/No, because

Do you still have any property belonging to the organization in your possession?

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Yes/No

Date of return of last belongings of the organization:

Conclusion

What you are happy to remember?