

# Annex 14. Exit Interview process and links to documents

## 1 Introduction

The overall objectives of the Exit Interview are to:

1. Confirm that the Fellow achieved all the EPIET/EUPHEM field assignments over the two-year programme and that the Fellow can receive the final Diploma.
2. Provide the Fellow with more general feedback on the development of both their technical skills and overall skills/competencies as a Public Health Microbiologist / Field Epidemiologist using the beginning of their Fellowship as a starting point.
3. Discuss the Fellow's experience at the training site (i.e. projects available, supervision, exposure to EU projects, etc.) with a constructive focus that identifies the strongest and weakest aspects of the training
4. Identify the main gains from the fellowship and whether it met expectations.
5. Talk about future opportunities for the Fellow (and, if needed, to orient the Fellow in their carrier path).
6. Discuss the supervisor's overall impression of the Fellow and the Fellowship focusing on ways forward.

## 2 Process

Booking the Exit Interview:

**The Lead Interviewer is responsible for booking the Exit Interview.**

Approach the co-interviewers and inform them that they have been assigned for the Exit Interview of another exiting fellow, and start the process to arrange the dates.

If preferred, the lead and co-interviewer can agree on three dates which they propose to the Fellow and the Training Site supervisor to choose from. Aim to set the Exit Interview dates by mid-June.

The Exit Interview should be conducted **before the end of August** and will last for **approximately 2 hours**.

Note: Please do not conduct any Exit Interviews during the Project Review Module.

The Exit Interview will be conducted with 4 people:

1. The lead interviewer: a Scientific Coordinator (other than the Frontline Scientific Coordinator)
2. The co-interviewer: a supervisor from another training site or another Scientific Coordinator
3. The Fellow
4. Their main site supervisor

Note: The Fellow's own Frontline Scientific Coordinator does not attend their Exit Interview.

The Exit Interview process involves 2 steps for the Fellow:

- **Pre-interview preparation (The Fellow's preparation for their Exit Interview, which should be done at least 2 weeks before the Interview)**
  - The Fellow should prepare a **draft of their [Final Report](#) and complete [Exit Survey Deliverables A](#)** save it as a PDF, and email both to their supervisor and Frontline Scientific Coordinator.
  - The Frontline Scientific Coordinator will review everything (deliverables, Final Report, check that all the Fellow's products that have been uploaded to the ECDC Virtual Academy (EVA platform)).

- A virtual preparatory meeting with the Fellow, site supervisor, and Frontline Scientific Coordinator can be booked approximately two weeks before the Exit Interview. During this meeting they can look through [Exit Survey Deliverables A](#) to ensure everything is complete.
  - The Fellow should also complete [Exit Survey Fellow Feedback C](#) alone.
  - The site supervisor should complete [Exit Survey Supervisor Feedback B](#) alone, save the pdf, and email it to the Interviewing Team (the Fellow should not be CCed and should not see this document).
  - At least one week prior to the Exit Interview, the Fellow and the site supervisor will separately send PDFs of their Exit Surveys (Fellow: surveys A & C, supervisor: survey B) together with the draft Final Report to the interviewing team.
  - All the surveys are EU surveys. After completing the survey, a pdf should be saved. At this step, the system requests an email address. You will be sent an email with the ID number of your survey and a link to the survey page.
- **Step 2 Exit Interview (to be conducted by the end of August)**

At least one week prior to the Exit Interview, the Fellow and the site supervisor will separately send PDFs of their surveys (Fellow: surveys A & C, supervisor: survey B) together with the draft Final Report to the interviewing team. All PDFs have a survey ID number so that changes can be made during the interview. The interview will last approximately two hours and will be conducted in three parts:

- **Part A** will be an interview with the **Fellow** and **their site supervisor** in a virtual meeting. This part will contain questions regarding the supervisor’s and Fellow’s general impression of the training, using the responses in [Exit Survey Deliverables A](#) as a guide. The interviewers will also check the completion of all deliverables (duration **45-60 minutes**). During the Exit Interview, the Fellow can share their screen, log onto their EU survey, and make any necessary changes agreed with the interviewing team.
- **Part B** will be conducted between the **site supervisor** and **interviewing team** (without the presence of the Fellow, who will be asked to leave and re-join the meeting for the last part). This part will document the supervisor’s impression of the Fellow, any encountered problems, and any proposals for the future, using the responses in [Exit Survey Supervisor Feedback B](#) as a guide (duration **15-20 minutes**).
- **Part C** will be conducted between the **Fellow** and the **interviewing team** (without the presence of the supervisor, who will be asked to leave). This part will give the Fellow an opportunity to express her/his experience about the coordinator team, training site, and the supervisors (duration **15-20 minutes**). [Exit Survey Fellow Feedback C](#) will be used as a guide.
- **Recommendations.** Within a fortnight of the Exit Interview, the interviewing team should complete the [Exit Recommendations Survey](#), where they summarise the interview and provide recommendations to the Head of Fellowship.

### 3 Overview of documents

	Completed by	June/July/August	>2 weeks before Exit Interview	>1 week before Exit Interview	End August / after Exit Interview
Booking of Exit Interview	Interviewing Team	Book the Exit Interview <i>2 hour meeting before end of August</i>			

<a href="#">Final Report</a>	Fellow			Send to Interview Team	Upload final version to EVA
<a href="#">Exit Survey Deliverables A</a>	Fellow and supervisor		Send PDF to Frontline Coordinator and supervisor  <i>Book pre-interview preparation trilateral</i>	Send PDF to Interviewing Team	
<a href="#">Exit Survey Supervisor Feedback B</a>	Supervisor (confidential)			Send PDF to Interviewing Team	
<a href="#">Exit Survey Fellow Feedback C</a>	Fellow (confidential)			Send PDF to Interviewing Team	
<a href="#">Exit Recommendations</a>	Interviewing team (confidential)				Complete 2 weeks after the Exit Interviewer