

Exit Interview Checklist & Template

Understand the legal issues and practical considerations governing an employee separation

An employee separation can occur for a variety of reasons and the parties can leave the employment relationship in vastly different frames of minds. Sometimes the separation is a positive experience for both employee and employer; the employee is moving, a project has completed, or the parties have mutually and amicably agreed it was time for a change. Other times, the separation is fraught on both sides, characterized by concern, anxiety, anger, or frustration. For both parties, it can be a sensitive period from a legal perspective. For an employer, an exit interview may be the last opportunity for an employer to gain important information about the employee's experience, any potential claims or problems within its workforce, or, areas for improvement. For an employee, it may be the last opportunity to ask crucial questions about their work performance and separation that may have been more difficult to discuss during the employment relationship. Join us for a comprehensive discussion of best practices for minimizing legal risk and safeguarding legal rights during the exit interview process.

Agenda

- Goals of an Exit Interview
- Strategic Considerations for Whether to Conduct or Attend an Exit Interview
- Topics to Cover in an Exit Interview
- How to Approach an Exit Interview in Which an Employee Is Likely to Raise a Potential Complaint or Plans to File a Complaint
- Exit Interview Checklist/Template
- "Ask the Experts" Q&A Session

Faculty

Alexandra L. Pichette, Esq., *Morgan, Brown & Joy LLP, Boston*
James S. Weliky, Esq., *Messing, Rudavsky & Weliky, PC, Newton*

Dates & Location

Register at www.mcle.org

LIVE WEBCAST

Thursday, September 14, 2023
12:00 pm–1:00 pm
Program # 2240031WBC

REBROADCAST

Friday, September 29, 2023
9:00 am–10:00 am
Program # 2240031RB1

REBROADCAST

Monday, October 9, 2023
3:00 pm–4:00 pm
Program # 2240031RB2

ON DEMAND WEBCAST

View after Monday, October 9, 2023
Program # 2240031WBA

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Materials

- E-materials link emailed upon registration
- Transcript & videorecording emailed 2 weeks post-program

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