

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

Overview: 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. The main site supervisor

Note: The fellow's own frontline scientific coordinator does not attend the exit interview but helps the fellow with the pre-interview preparation.

The exit interview process involves 2 steps for the fellow:

1) 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** (in word format) and complete **Exit Survey A-Deliverables** (save it as a pdf; see below), and **at least 2 weeks before the interview** email both to their main site supervisor and frontline scientific coordinator for their review.
- The frontline scientific coordinator will review the final report and check that all the Fellow's deliverables, IPRs and CDMTs have been uploaded to the ECDC Learning Portal (EVA platform).
- A virtual preparatory meeting with the fellow, main 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 A-Deliverables** and ensure everything is complete.
- The fellow should also complete **Exit Survey C-Fellow Feedback alone** and save it as a pdf.
- The main site supervisor should complete **Exit Survey B-Supervisor Feedback alone** and save the pdf.
- **At least one week prior** to the exit interview, the fellow and the main 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. When sending survey C and survey B, the fellow or main site supervisor, respectively should not be CC'd and should not see the document.

- 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. You will need the ID number to access the survey again to make changes.

2) Exit interview (to be conducted by the end of August)

Booking the exit interview:

- **The lead interviewer is responsible for booking the Exit Interview.**
- The lead interviewer approaches the co-interviewer and informs 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 main site supervisor to choose from, with the aim of setting 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 fellow informs their frontline scientific coordinator of the interview date.

Interview Structure

The interview will last approximately two hours and will be conducted in three parts during a virtual meeting:

- **Part A** will be an interview with the **fellow** and **their main site supervisor**. This part will contain checking the completion of all deliverables and questions regarding the main site supervisor's and fellow's general impression of the training, using the responses in **Exit Survey A-Deliverables** as a guide (duration **45-60 minutes**). During the exit interview, the fellow should 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 **main 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 and fellowship, any encountered problems, and any proposals for the future, using the responses in **Exit Survey B-Supervisor Feedback** as a guide (duration **15-20 minutes**).
- **Part C** will be conducted between the **fellow** and the **interviewing team** (without the presence of the main site supervisor, who will be asked to leave). This part will give the fellow an opportunity to express their experience about the coordinator team, training site, and the supervisors (duration **15-20 minutes**). **Exit Survey C-Fellow Feedback** will be used as a guide.
- **Recommendations:** Within a fortnight of the exit interview, the interviewing team should complete the **Exit Survey Recommendations**, where they summarise the interview and provide recommendations to the Head of Fellowship using the notes taken by the interview team during the interview.

3 Overview of documents

	Completed by	June	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 (2-hour meeting before end of August)			
Final Report	Fellow		Send to frontline scientific coordinator and main site supervisor for their review	Send to Interview Team	Upload final version to Learning Portal (if graduating on time)
Exit Survey A-Deliverables	Fellow and Main Site Supervisor		Send pdf to frontline scientific coordinator and main site supervisor <i>Book pre-interview preparation trilateral</i>	Send pdf to interviewing team	
Exit Survey B-Supervisor Feedback	Main Site Supervisor (confidential)			Send pdf to interviewing team	
Exit Survey C-Fellow Feedback	Fellow (confidential)			Send pdf to interviewing team	
Exit Survey Recommendations	Interviewing Team (confidential)				Complete 2 weeks after the exit interview