

Annex 14. Exit interview process and links to documents

1 Introduction

The overall objectives of the Exit Interview are to:

1. Assess that the Fellow achieved all the EPIET/EUPHEM field assignments over the two-year programme
2. Discuss the Fellow's experience at fellowship (i.e. projects available, supervision, exposure to EU projects, training site etc.) with a constructive focus that identifies the strongest and weakest aspects of fellowship
3. Discuss the supervisor's overall impression of the Fellow and the Fellowship focusing on constructive feedback and good examples.

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 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-Outputs** (save it as a pdf; see below), and **at least 2 weeks before the interview** email both to their main supervisor and frontline scientific coordinator for their review.
- The frontline scientific coordinator and supervisor will **check that the Fellow's completed outputs, IPRs and CDMTs** have been uploaded to the ECDC Learning Portal.
- A virtual preparatory meeting with the fellow, main supervisor, and frontline scientific coordinator can be booked maximum two weeks before the exit interview. During this meeting they can look through **Exit Survey A-Outputs** and ensure everything is complete.
- The fellow should also complete **Exit Survey C-Fellow Feedback alone** and save it as a pdf.
- The main 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 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 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 supervisor to choose from, with the aim of setting the exit interview dates by mid-June.
- **The fellow informs their frontline scientific coordinator** of the interview date immediately after the date has been confirmed.
- The exit interview should be conducted before the end of August (before PRM) and will last for **approximately 2 hours** (*Note: Please do not conduct any Exit Interviews during the Project Review Module*).

Interview Structure

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

- **Part A** will be conducted between the **fellow** and **their main supervisor** and **interviewing team**. This part will contain checking the completion of all minimum required outputs and questions regarding the main supervisor's and fellow's general impression of the fellowship. **Exit Survey A-Outputs** will be used 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 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. **Exit Survey B-Supervisor Feedback** will be used 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 supervisor, who will be asked to leave). This part will give the fellow an opportunity to express their experience about the frontline coordination, training site, the supervisors and fellowship. **Exit Survey C-Fellow Feedback** will be used as a guide (duration **15-20 minutes**).
- **Recommendations:** Within a fortnight of the exit interview, the interviewing team should complete the **Exit Survey D - Recommendations**. This includes assessing whether the minimum required outputs for graduation have been met, summarising the interview, and providing recommendations to the Head of Fellowship, based on the notes taken during the interview.

3 Overview of documents

	Completed by	June	June / July / August / September		
			>2 weeks before Exit Interview	>1 week before Exit Interview	After Exit Interview
Booking of Exit Interview	Interviewing Team	Book the exit interview (2-hour meeting before end of August)			
Final Report	Fellow		Fellow: Send to frontline scientific coordinator and main supervisor for their review	Fellow: Send to Interview Team	Fellow: Upload final version to relevant folder in Learning Portal (if graduating on time)
<u>Exit Interview A - Outputs</u>	Completed by Fellow Reviewed by Frontline Coordinator and Main Supervisor		Fellow: Send pdf to frontline scientific coordinator and main supervisor <i>Frontline Coordinator: Book pre-interview trilateral preparation meeting</i>	Fellow: Send pdf to interviewing team	
<u>Exit Survey B- Supervisor Feedback</u>	Main Supervisor (confidential)			Main Supervisor: Send pdf to interviewing team	
<u>Exit Survey C- Fellow Feedback</u>	Fellow (confidential)			Fellow: Send pdf to interviewing team	
<u>Exit Survey D Recommendations</u>	Interviewing Team (confidential)				Interviewing Team: Complete maximum 2 weeks after the exit interview