

Annex 14. Exit interview form and process

1 Introduction

The overall objectives of the exit review and interviews are to:

1. Confirm that the fellow achieved all the EUPHEM field assignments over the two year programme and that the fellow can receive the final certificate
2. Exchange with the fellow their experiences on the training site (i.e. projects available, supervision, exposure to EU projects, etc.) with a constructive focus
3. Identify the main gains from the fellowship and whether it met expectations
4. Identify the strongest and weakest aspects of the training
5. Provide the fellow with a more general feedback not only on their technical skills, but more generally on their overall skills/competencies as a Public Health Microbiologist using as a starting point the beginning of their fellowship.
6. Exchange about future opportunities for the fellow (and if needed: to orient the fellow in his/her carrier path).
7. Exchange with the supervisor his overall impression of the fellow and the EUPHEM fellowship focusing on ways forward for the future

The Exit reviews for fellows will be comprised of 2 steps:

- **Step 1 Exit review.**

The frontline coordinator, will review the exit form submitted by the fellow (The table in Part A of Exit interview template only). This frontline coordinator will check the completion of all deliverables, status of the portfolio and upload of all products on ECDC Virtual academy (EVA platform). Virtual meetings with fellow and supervisor will be booked as needed.

- **Step 2 Exit interview**

An interviewing team, consisting of two coordinators (other than frontline) or a coordinator and a supervisor of another Training Site (TS), will be assigned to the exit interview. At least **one week prior** to the exit interview, the fellow and the main supervisor will separately send their completed Exit Interview form (Fellow: part A & C, supervisor: part B) together with the draft portfolio to the interviewing team. The lead of the interviewing team will book and conduct the following parts of the exit interview before September 5th:

- **Part A** interview with the **fellow** and the main **supervisor** in a virtual meeting. This part will contain questions regarding the supervisor's and fellow's general impression of the training. The interviewers will also recheck the completion of all deliverables (duration **45-60 minutes**).
- **Part B** will be conducted between the main **supervisor** and interviewing team (without the presence of the fellow). This part will document the supervisor's impression of the fellow, any encountered problems and any proposals for the future (duration **15-20 minutes**).
- **Part C** will be conducted between the **fellow** and coordinator/s (without the presence of the supervisor/s). 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**).

During each exit interview, we will use a standardised template (please see below).

Exit Interview

Part A: Virtual meeting with fellow, main supervisor and interviewing team

{name}, C20xx based in {institute}

{name} (frontline coordinator)

{name} (main supervisor)

Please comment the following with the fellows:

The information collected during this interview will be kept confidential.

Please indicate the status of the objective in terms of deliverables

This section is meant to be a check list to assure that all the deliverables needed have been produced. If a deliverable is not finished, a deadline should also be indicated. There is not time to discuss all projects. **Please use the Fellowship Portfolio as a guide.**

Field assignment (please write only the title of the project)	Achieved Y/N	Type of final product uploaded on the EVA that document the achievement	Finalization plan (if applicable)		
			Pending products	When will be uploaded?	Observations
Surveillance					
Outbreak investigation					
Applied Public Health Research					
Teaching and Pedagogy					
Communication Manuscript					
Communication Oral/poster scientific					
For EUPHEM					
Applied PH microbiology and laboratory investigation (EUPHEM)					
Biorisk management (EUPHEM)					

Quality management (EUPHEM)					
Public health microbiology management (EUPHEM)					

Other projects or comments: (in case the fellow would like to highlight something they did that does not fit in the field assignments)

Example: Field assignment for Ebola response in Sierra Leone (June 2015).

Fellowship Portfolio finalised:

Yes ☐

No ☐

General feedback

Was the overall training useful (i.e., did it meet your expectations)?

What were the five main skills you acquired during the past 2 years?

Is there a particular skill you would have expected or liked to develop further?

Are you overall satisfied with the level acquired at the end of these two years?

What did you like the most during your fellowship?

What were the weakest aspects of the training?

Did you encounter any administrative problems?

Do you have any suggestions for Fellowship Programme?

What are your plans for the near future?

Part B Virtual meeting between main supervisor and interviewing team

<date>

Please comment the following with the supervisor:

The information collected during this interview will be kept confidential.

What is your overall impression of the fellow? *Please indicate.*

Poor	Acceptable	Fair	Good	Exceptional

Comments:

What were the strongest points of the fellow?

What were the weakest points of the fellow?

Did you encounter any problems during this fellowship?

Yes ☐

No ☐

If YES, how could those be avoided in the future?

How was your interaction with the frontline coordinator?

How was the administrative support from the Programme office/ECDC?

In the last two years, did you have the chance to participate in any EPIET/EUPHEM/FETP-related activities? (i.e., participation in meetings, site-visits, supervisor training courses, facilitation in modules, comments on EPIET/EUPHEM-related documents)

Yes ☐

No ☐

If YES, please
specify _____

Would you like to supervise other fellows in the future?

Yes ☐

No ☐

Do you have any recommendations for the Fellowship Programme?

Part C: Virtual interview with fellow and interviewing team. Feedback on training site and coordinators (here supervisors will leave and the interviewing team interview the fellow without the supervisor)

The training site supervisor will NOT see this part.

How was the supervision at the Training Site? Please tick

	Poor	Acceptable	Fair	Good	Very good/ Excellent
Availability / timeliness					
Scientific support / technical input					
Overall guidance / mentoring					

Comments:

Recommendations on what the fellowship should address with the Training Site:

Would you recommend your training site to a future fellow?

How was the supervision from your frontline coordinator?

	Poor	Acceptable	Fair	Good	Very good/ Excellent
Availability / timeliness					
Scientific support / technical input					
Overall guidance / mentoring					

Comments:

Recommendations for the frontline coordinator:

Visiting Team's Summary and Recommendation