



EXIT INTERVIEW REQUEST FORM

1. EMPLOYEE INFORMATION

Last Name:	First name:	Employee ID:
Department:	Division:	Unit:
Work location:	Last day of employment	Indigenous Employment Policy Status

2. EXITING EMPLOYEE PREFERENCES

What is your preferred method of contact?	Phone number:	Email address:	
What is your preferred interview format?	<input type="checkbox"/> Online survey	<input type="checkbox"/> Phone Interview	<input type="checkbox"/> Virtual Meeting
Do you have any accessibility needs or preferences we should be aware of?			
Is there anything else you'd like to share prior to your interview?			

3. CONSENT

By submitting this form to participate in an exit interview, you acknowledge and agree that the Government of the Northwest Territories (GNWT) will share your name and preferred contact information with our approved third-party service provider. This information will be used solely for the purpose of contacting you to schedule and conduct the exit interview.

The third-party provider will offer you several options for participation, including:

- Completing an online survey independently,
- Participating in a telephone interview, or
- Attending a virtual meeting via Microsoft Teams.

Your participation is entirely voluntary, and any information you provide during the exit interview process will be kept confidential and reported to the GNWT in a non-identifiable, aggregate format. Also please note that if you receive any question you do not feel comfortable answering, you have the right to skip at any time.

Employee Signature

Date

Following the completion of this form, please email it directly to: exitinterviews@proedgeconsultinggroup.com.

Our third-party service provider, ProEdge Consulting Ltd. will be in contact to determine a suitable time and date to conduct the interview according to your availability.