



Exit Interview Checklist

2014-2015

Each Sport Club is required to do an Exit Interview with Program Managers and the Sport Club Coordinator at the end of the spring semester in order to help introduce future officers to the way the club operates, as well as report to the staff on club engagements for the year. This interview will consist of the current officers giving a synopsis of the club's activity for the school year as well as give feedback about the Sport Club Program as a whole. Each club will be responsible for presenting a SWOT analysis (outlined below). **ALL CURRENT AND FUTURE OFFICERS MUST ATTEND THIS MEETING.** Advisors are encouraged to attend. This interview will take place March 30th - May 1st. The president of each club will be given access to the Sport Club online sign-up sheet for these interviews. The president will be responsible for signing their club up for a time that their club officers/advisor(s) can complete the interview. The interviews will be in time-blocks of 60 minutes. The online sign-up sheet will become accessible on Friday, March 6th at 10:00am and will close Monday, March 23rd at 5:00pm. Clubs will be emailed confirming their times and will be expected to attend their time slots unless other instructions have been given by one of the Program Managers.

The following is a checklist of what should be included in the Exit Interview presentation:

- An overview of the club's activities for the year
- STRENGTHS/successes of the club that should be highlighted
- WEAKNESSES the club needs to work on for next year
- OPPORTUNITIES the club can take advantage of
- THREATS/concerns that the club may face/ and or have.
- Discussion on the future direction of the club for the following year.
- Any positive or negative feedback about the Sport Club Program
- Any suggestions to help better the Sport Club Program

* Club should contact their Program Manager with any questions and/or concerns in regards to their Exit Interview.

