



Exit Interview Checklist

2016 - 2017

Each Sport Club is required to do an Exit Interview with your Program Manager 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. The interviews will take place between April 25th and May 6th of 2017. Each club will do a S.W.O.T. analysis for their club and present the findings of this analysis. **ALL CURRENT AND FUTURE OFFICERS MUST ATTEND THIS MEETING.** Officers are to use the link provided by Sport Club Managers to sign up for their club's timeslot. This is to be done by April 20th or a time will be selected for them.

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.
- An overview of finances (what clubs spent money on, and what's left).
- STRENGTHS/successes of the club that should be highlighted.
- WEAKNESSES the club needs to work on for next year.
- OPPORTUNITIES the club can/should 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 suggestions or positive and negative feedback for the Sport Club Program.

