



The University of Georgia

®

## School of Law

### Alexander Campbell King Law Library End of Employment Interview

During your last week of employment Suzanne Graham will contact you to arrange a time for an end of employment interview. If she is your supervisor, you will be asked to select another librarian to conduct the interview.

The following questions will be asked and you will have the opportunity to review the responses. You will receive the original form. A copy is retained by Suzanne.

At your option:

- additional copies are forwarded to your supervisor and the Director of the Law Library, or
- a summary of the interview will be related by Suzanne to your supervisor and the Director of the Law Library

**The interview form does not become part of your official employee file.**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

1. Do you have any suggestions for improving services and conditions in the Law Library as a whole?
2. Do you have any suggestions for improving services and conditions in your department?
3. Do you have any suggestions for improving productivity, efficiency, and job satisfaction of this position?
4. Do you have any suggestions for training for this position?

5. What duty did you like most about your job? Why?
  
6. What duty did you like least about your job? Why?
  
7. What qualifications would be most important to look for in your successor?
  
8. Why are you leaving?
  
9. Any other comments?

Last updated 5/6/2014, 9:50:31 AM Last updated Tuesday, July 10, 2012 4:22:40 PM