



Preparing for an employee exit involves planning. It is necessary to handle the process with professionalism and sensitivity to ensure a smooth transition. Following these steps will help mitigate disruptions and retain valuable knowledge. In the final week leading up to youth departure, employers can take several steps to prepare for youth's exit from the worksite.

- Make sure relevant individuals (such as HR, payroll, IT and other departments) are aware of the employee's departure.
- Transfer youth knowledge. This can include documenting their daily tasks, ongoing projects, and key contacts and creating standard operating procedures to capture workflow and processes that they worked on so the information is not lost.
- Reassign tasks and projects to other team members. Ensure they have what they need to take over.
- Conduct an exit interview to gather feedback on youth experience and identify areas for improvement. Exit interview questions are included below.
- Reclaim any company property like laptops, keys, ID badges, and any other equipment.
- Revoke access to company systems, email, passwords to platforms, and other proprietary information.
- Celebrate the successful completion of C2L. Consider hosting a showcase where youth can demonstrate their learning experience. They can do a poster presentation or visual presentation. At the end, youth can be presented with a certificate of completion. There is a sample document located at the end of this handout.

Here are some exit interview questions that you can use with youth:

1. How was your experience working here?
2. Did you feel like a valuable member of the team?
3. What can the organization improve on?
4. What was the best part of your job here?
5. What were some of the challenges you faced during your time?
6. Do you feel you had the necessary training to be successful in your role? If not, how could it have been better?
7. Did you feel you had the tools, resources, and working conditions to be successful in your role? If not, which areas could be improved and how?
8. Do you think the company supported your career goals?
9. Would you recommend this company to others seeking employment?
10. Under what circumstances, if any, would you consider returning to the company?
11. Is there anything else you'd like to add?

By following these steps, employers can ensure a smooth and efficient transition when youth interns leave, minimizing disruption and preserving important knowledge within the organization.

Certificate of Completion

THIS CERTIFIES THAT

Student Name

has successfully completed Career Connected Learning PHL at WORKSITE
NAME

MONTH X, 20XX



Employer Name, Position

Provider/Program Site