# Exit Interview Assignment Guidelines for Students*

*In this assignment, students complete a recording. The assignment could be adapted to an in-person assignment or completed through synchronous video conferencing.*

## Part 1: Reflection

Rate *yourself and your group members* on the following criteria. Use a five point-rating scale:
5 = Superior; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = Unacceptable

- Reliable with meeting deadlines
- Contribute ideas to the group
- Delivers accurate work
- Appropriate quantity of work done
- Appropriate quality of work done

Would you work with each group member again? Why or why not?

## Part 2: The Interview

For this 7-minute interview presentation, begin by providing a 2-minute summary of your project. Use the Executive Summary of your report to develop your summary.

Use the remaining time to discuss **your role** in the group project by answering the following questions:
1. What was your role in the project and what did you achieve?
2. How did you approach gathering input from your group members?
3. Explain your strategies for communication and collaboration. What were your expectations as a group? Which tools did you use for communication and collaboration?
4. You likely experienced competing interests of your time between other classes and outside-of-class responsibilities. How did you set your priorities for this project?
5. What would you do differently if you had to do this project again?

Record your interview presentation (using VidGrid, Zoom, ScreenPal, or software of your choice).
- Your face and torso must be visible when you are speaking. Include both audio and video in your recording. Make sure your camera is at eye level and placed on a stable surface. Your background should be free from both visual and audible distractions.
- Use an extemporaneous speaking style (do not read directly from the screen or note cards). You are welcome to use visuals, such as a PDF or PowerPoint.
- Submit a link to your video.