When we think about our career, we give a lot of attention to finding and securing the right job, but very little thought about what will happen if and when we leave that job. Although their effectiveness can be debated, exit interviews are a common way for companies to collect information when an employee leaves an organization. The motivation for conducting these interviews ranges from making the workplace better for future employees, to addressing problems within the organization, to warding off lawsuits, to minimizing employee turnover, etc. For an employee, exit interviews are voluntary, but if you choose to participate, deciding what to say and how to conduct yourself is key. Since regular job changes are a very real part of our work life now, it only makes sense that we educate ourselves on how to leave a position as diligently as we focus on acquiring one. To that end, we have compiled some information on how to conduct and participate in an exit interview.

Also...

Come to the Bucknellians in Government event in Washington D.C. on June 26th. See details for both programs in the Programs/Events section below.

We want feedback!

- How are we doing? Take this quick survey and let us know!
- If you have a career topic you'd like us to address, we'd love to hear your ideas. Send them to us at acs@bucknell.edu.

Know someone who would like to receive this newsletter? Feel free to pass it on or have them subscribe. Requests to receive Alumni Career Notes or for personal career assistance can be made at acs@bucknell.edu, (570) 577-1238 or through IM at bualumnicareer (Tuesdays and Thursdays from noon-2pm and Wednesdays from 2-4pm). We look forward to hearing from you!

Note: To access the resources located in myBucknell, the university’s portal, use the username and password that all alums were given in January 2005. If you don’t remember or can’t find yours, don’t worry – just contact the Alumni Office (570) 577-ALUM (2586) or mybucknell@bucknell.edu for help.
Career Tip:

Exit Interviews

Exit interviews are interviews conducted with departing employees, just before they leave. From the employer's perspective, the primary aim of the exit interview is to learn reasons for the person's departure, on the basis that criticism is a helpful driver for organizational improvement. Exit interviews (and prior) are also an opportunity for the organization to enable transfer of knowledge and experience from the departing employee to a successor or replacement, or even to brief a team on current projects, issues and contacts. Good exit interviews should also yield useful information about the employer organization, to assess and improve all aspects of the working environment, culture, processes and systems, management and development, etc.; in fact anything that determines the quality of the organization, both in terms of its relationship with its staff, customers, suppliers, third-parties and the general public. Many employers ignore the opportunity that exit interviews offer, chiefly because exit interviews have not been practised in the past, and starting them is a difficult initiative to undertake, given the potentially subjective and 'fuzzy' nature of the results; the time involved; and the unspoken corporate urge to avoid exposure to criticism. Exit interviews are nevertheless a unique chance to survey and analyse the opinions of departing employees, who generally are more forthcoming, constructive and objective than staff still in their jobs. In leaving an organisation, departing employees are liberated, and as such provide a richer source of objective feedback than employed staff do when responding to normal staff attitude surveys. Read More

Additional Resources:

www.insightlink.com/exit_interviews_employee_turnover.html - the business implications and benefits of conducting exit interviews on a regular basis
jobsearchtech.about.com/cs/interviewtips/a/exit_interview.htm – going through the process of exit interviewing as an employee. Links to samples and other articles related to exit interviews at the end of the article.
www.asktheheadhunter.com/haexit.htm - an argument against using exit interviews
www.mftrou.com/exit-interview-questions.html - quick overview of the exit interview process
www.americanidol.com/videos/?cat=12 – OK, maybe not very business oriented but some of the same principles apply!
http://www.canadianbusiness.com/entrepreneur/how_to/article.jsp?content=20040519_121701_5240 – tutorial on how to implement an exit interview program

What’s Available on the Career Services tab on myBucknell:

• CareerNet – Networking database of Bucknell alumni and parents.
• Access to The Vault – referred to by Fortune as “The best place on the Web to prepare for a job search.”
• PDF pamphlets - research a variety of career topics
• Career Assessments – learn how to pair your skills, interest, and experience with career choice
• Career Search – same tool available to students to research employers is also available to alumni
• Bucknell Alumni Clubs – network informally!

Job Leads from the Bucknell Community:
The following are job leads are NEW since the last issue of NOTES. They have been presented to alumni by members of the Bucknell community - alumni, parents and friends of Bucknell. To view entire description and other current listings, please log onto Beyond the BRIDGE. Choose ‘Bucknell’ from the ‘Posted by’ pull-down menu.
NOTE: Contact us if you have any questions (acs@bucknell.edu).

Korn/Ferry International - Research Associate
Fallstaff Search, Inc. (recruiters) - Sales Rep. Support
Acentech - Experienced Vibration/Acoustics Engineer, ACOUSTICAL ENGINEER
Partnership for Public Service - Program Associate, Special Outreach Initiatives
Winged Keel Group – Billing Analyst

Job Leads from Outside Bucknell:
The following are job leads are NEW since the last issue of NOTES. They have been presented to alumni by members outside the Bucknell community. To view entire description and other current listings, please log onto Beyond the BRIDGE. Choose ‘Bucknell’ from the ‘Posted by’ pull-down menu. Look for the phrase “(outside Bucknell)” next to the description.
NOTE: Contact us if you have any questions (acs@bucknell.edu).

Southern Teachers Agency (recruiters) - Life Sciences Teacher
Philadelphia Mixing Solutions - Applications Sale Engineer
New York City Bar - Administrative Assistant to The CFO/Dir. of Small law Firm
SEDA-Council of Governments PA-Lewisburg - Energy Reduction Analyst
First Quality Enterprises, Inc - Controls Engineer

Disclaimer: Alumni Career Services does not edit, monitor, or verify the accuracy of the information submitted by the employers, and does not review the background of the employers. ACS does not guarantee that all jobs listed are still available, and is not responsible for safety, security, wages, working conditions, or other aspects of off-campus employment. Therefore, we encourage interested parties to thoroughly research each job vacancy for which they are applying and to verify the integrity of each organization. If you encounter a negative situation at the place of employment, we encourage you to notify ACS. Links to other web sites are not under the control of ACS or Bucknell. We are not responsible for the contents of any linked site. Those who discover any misuse or abuse of this web site are encouraged to contact ACS immediately at 570-577-1514, or acs@bucknell.edu.

Alumni Career Services Can Help You:
• Think through a career change and making career decisions
• Network effectively
• Search for a job
• Effectively use the Internet in job and career exploration
• Transition into a new career
• Assist you in improving and targeting your resumes and cover letters
• Identify your interests, values, goals, and preferences
• Plan for graduate or professional school

Programs/Events:
Bucknellians in Government
Tuesday, June 26th from 6-8pm EST
Location: Partnership for Public Service, 1100 New York Avenue NW, Suite 1090 East, Washington, DC 20005

Join us for this networking event which will allow students and recent graduates to explore the wide variety of opportunities the government has to offer. Alumni are encouraged to get involved and share their own stories and career paths.

Co-organized by the:
Career Development Center,
Bucknell Public Interest Program,
Bucknell's Annual Fund
and generously supported by alumna Katie Malague'94
Questions should be directed to Emily Dietrich at the CDC (570-577-1589 or edietric@bucknell.edu)

Webinar: How to Work a Career Fair
June 27th from 7-8pm EST
A career fair is a fantastic networking opportunity that allows you to meet and gather information on multiple employers. You meet employers face-to-face so your first impression is not just a piece of paper.
Learn:
• How job fairs differ from regular interviews
• To navigate a career fair
• What to bring
• Employer expectations

Contact Cathy McGinnis cmm033@bucknell.edu to RSVP

Connect with Bucknell Alumni!
The Bucknell Alumni Association sponsors 40 active clubs across the country and overseas – with the goal of perpetuating the relationship between alumni and the university. Connect and network with other alumni in your area.
http://www.bucknell.edu/x767.xml