

Guidelines for Amate House Volunteer Exit Interviews:

1. The goal the Exit Interviews is to measure growth and development of the Volunteers as related to programming offered by Amate House Staff.
2. The goal of the Exit Interview is to LISTEN to the Volunteer, not to respond to critiques or defend Amate House Programming methods. The interviewer will not respond to constructive criticism of the Volunteer during the course of the interview unless it is clear that the Volunteer would like an explanation for procedures or programming goals.
3. Amate House Program Coordinators will interview Volunteers from other Houses so as to encourage honest feedback. Statements made during the interview will remain anonymous to other Coordinators. Feedback will be shared with Program Staff, but individual names of Volunteers will not be used at that time.

The Self Evaluation Tool filled out by the individual Volunteer *will not* be anonymous.

4. The Coordinator will take notes and write an ending report upon completing the interviews.

Format:

A. Remind the Volunteer that their conversation with you is anonymous.

B. Review the Volunteer Self-Evaluation: Goals/Outcomes.

Suggestions for follow up questions: You will not use all of these questions! They are to help you have a conversation with a Volunteer who may have circled a low number in one of these areas.

I do not think that it is necessary that we review each question with the Volunteer. Choose 2-3, particularly if they are low scoring. If they have rated in the 4-5 range for all questions, try to get them to articulate why they are so very satisfied as well as if they do, in fact, have anything that they think should be tweaked.

Try your best to keep the conversation to 20 minutes.

1. I have a more integrated understanding of the place of service in my life.

-Suggestion for the Site Placement Process?

-Suggestions for Site Supervisor Orientation or Site Visits conducted by Amate House Coordinators?

2. I have encountered a variety of opportunities and methods for reflecting on my life and service experiences.
3. I think more critically and broadly about existing social problems and their possible solutions.

-Styles/ Format of Community Night: What could have worked better for you?

-Retreats: What could have worked better for you?

4. I have had a concrete experience of “community-building”, and (therefore) I have greater skills and more ability to participate in and build community in other areas of my life.

-Styles/ Format of Community Nights that were specific to Community Mission and Covenant: What could have worked better for you?

-Did your house find it helpful to hold monthly community meetings? What kind of guidelines or suggestions would you have for future communities in holding monthly meetings?

5. I can articulate a deepened sense of my own faith life and an enriched understanding of my relationship with God.
6. I have an increased ability to describe my experiences in relation to my own faith.

-What would have helped you in this area? More support from Amate House? More tools to use in community? A different style/format for community nights or retreats?

-Did you find it helpful to utilize a spiritual companion? If not, what would have helped you to utilize this opportunity?

7. I have experienced an intentionally simple lifestyle, and I have reflected on the value of living simply in my own life.

-Suggestions for staff in helping communities to carry out this tenet throughout the year?

-Did you feel there was a good balance between Amate House “rules” and the personal challenge to live a more simplified lifestyle?

8. I feel more empowered and able to act as a Christian leader in the Church and world.

-What other areas could have been covered in this area? Suggestions for talks or discussions?

9. As a result of this year, I have a better understanding of my own vocation and personal goals.

-What needs were not met? What could have been programmed, discussed, during the course of 10.5 months, that might have assisted you in understanding your vocation?

C. Final Questions

What suggestions do you have for our Program Staff in the future?

Is there any way in which we could have supported you better?

D. Write up notes