## Exit Interview

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| * To access the **Exit Interview** form click on **Special Info button** a special info in the Person and Assignment Screen.
 | button |
| * Scroll down the top section of the form until **Exit Interview** appears on the list.
* Click on **Exit Interview** in the **Name** section.
* Change the **Start Date** as required.
* Click in the **Detail** field.
* Click on the **Ellipse button** ellipse at the end of the field.
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| * Click in the required fields and complete with the correct information.
* Click on **OK**.
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| * Click on the **Save button** save button on the toolbar.
 | save |
| * The next time Special Information is accessed, a tick will appear in the **Information Exists** column.
* Click in the **Exit Interview** field.
* Click in the **Detail** field.
* Click on the **Detail** field again to see and update the details.
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