## Exit Interview

|  |  |
| --- | --- |
| * 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. |  |
| * Click in the required fields and complete with the correct information. * Click on **OK**. |  |
| * 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. |  |