

Exit Interview Checklist and Form

Signs a client may be ready for termination:

- The client maintains a significant reduction in symptoms or issues related to their presenting problems.
- In your professional judgment, the client no longer requires mental health counseling.
- Symptoms or problems are better treated by other means (e.g., medication management or a support group).

The purpose of this form is to gather valuable feedback from the client as they conclude psychotherapy or counseling. Your approach to facilitating this process is crucial in ensuring that the client feels comfortable sharing their final thoughts and experiences. Here are some instructions on how to use this form.

- **Explain the Purpose.** Start by explaining to the client the purpose of the exit interview. Let them know their feedback is important for improving your services and their responses will remain confidential.
- **Answer Questions.** Be available to answer any questions or concerns the client may have. Address any inquiries regarding confidentiality or the use of the feedback.
- **Encourage Honesty.** Emphasize the importance of honest and open feedback. Let the client know their responses, positive or constructive, are valued and will not affect the therapeutic relationship.
- **Offer Support.** Reiterate your support for the client as they transition out of therapy. If they express any concerns or emotions during the exit interview, be prepared to discuss them and offer appropriate resources or referrals if necessary.
- **Express gratitude to the client for their participation and feedback.** Let them know their insights will contribute to the improvement of your practice.

By following these guidelines, you can ensure that the exit interview process is conducted in a supportive and respectful manner, fostering trust and open communication with your client.

Customize exit interview questions to fit your specific needs and preferences. It is important to create a safe and supportive environment during this process, allowing clients to share their thoughts and concerns openly. You may also create a Mental Health Maintenance Plan during the final session. You can help your client identify areas that pose a risk of relapse and describe the strategies they can use to cope. Here are common questions:

- What were the primary reasons for seeking therapy/counseling in the first place?
- Did you achieve your initial therapy goals? If not, why do you think that is?
- How would you describe the overall impact of therapy on your life?
- Were there specific moments in therapy that were particularly meaningful for you?
- What aspects of the therapeutic process did you find most helpful or valuable?
- Were there any aspects of therapy that you found less helpful or less effective?

- How would you rate your overall satisfaction with the therapeutic process?
- Were there challenges in the therapeutic relationship that you would like to discuss?
- What did you appreciate most about your therapist's approach or style?
- Is there anything you wish your therapist had done differently during your therapy?
- Did you feel heard and understood by your therapist throughout your sessions?
- Were you comfortable discussing your concerns and feelings in therapy?
- How has therapy impacted your ability to cope with life's challenges and stressors?
- Have you noticed any changes in your relationships or communication skills because of therapy?
- Do you feel better equipped to manage your emotional well-being after therapy?
- Are there specific techniques you learned in therapy that you plan to continue using?
- What advice do you have for your therapist to improve their practice?
- How would you describe your current emotional state as you end therapy?
- Are there any unresolved issues or questions you have about ending therapy?
- What are your plans moving forward to maintain and continue your emotional well-being?
- What are the biggest takeaways that you got from therapy?
- Do you feel like the issues that you came into therapy with have been resolved? Which issues were resolved, and which were not?
- Were there any problems that were resolved that you didn't know were an issue when you began therapy?
- What were the hardest parts of therapy for you? What could have happened to make those parts easier?
- When did you feel the least safe during the therapy process? Looking back, are there ways your therapist could have helped you feel safer?
- If you could change your experience in therapy, what would you change?
- What expectations were unmet?
- What surprised you about your time in therapy?
- Do you have a good understanding of what interventions to continue after therapy that will support your recovery? What interventions or skills will you continue to use?
- Is there anything you think we should have talked about in therapy that didn't come up?
- What was the most meaningful or valuable aspect of therapy to you?
- What did you learn or accomplish?
- What positive changes have you noticed in your life?
- How will you continue to use what you learned?
- What do you want to remember from therapy?
- How do you think you will look back on our work?

