

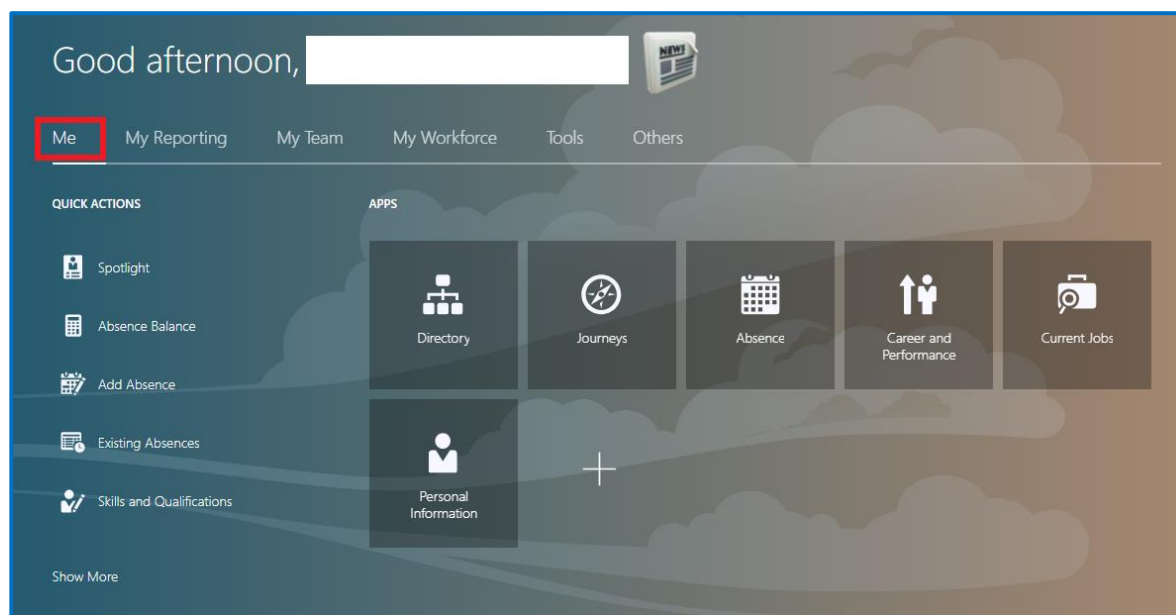
## How to complete an Exit Interview

This guide will show you how to complete an exit interview.

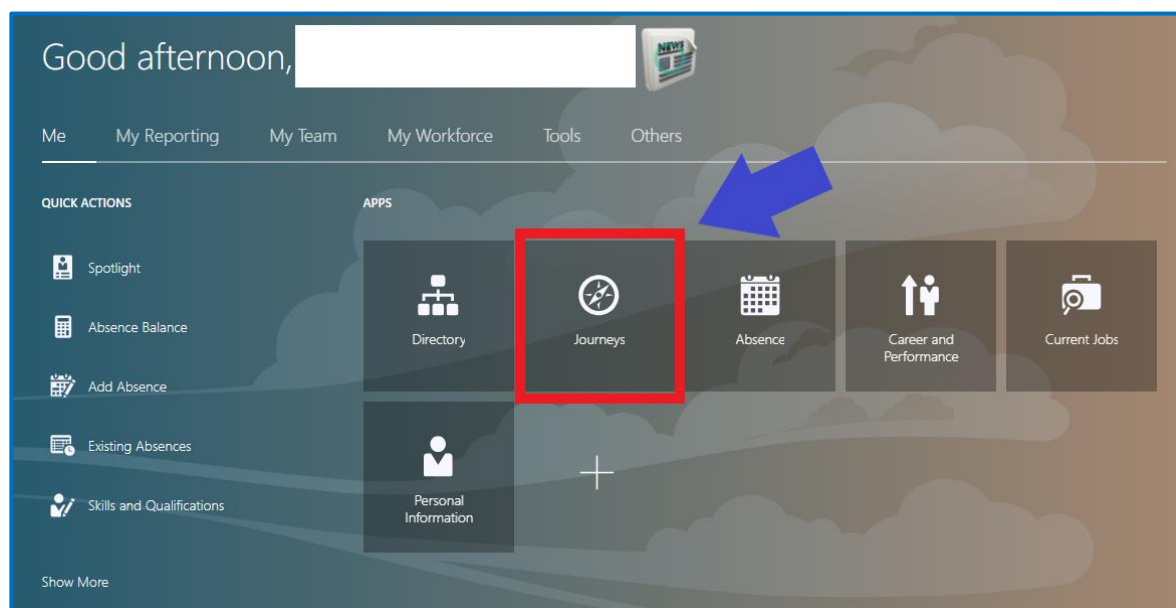
An Exit Interview checklist is assigned to you once your Resignation is approved by your Line Manager. The Exit Interview must be completed in one sitting and you must respond to all questions. If you exit the form before completing it, the information **will not be saved**.

*This document will guide you through the system steps, for additional information on the local operational processes please refer to your local HR teams and information sites.*

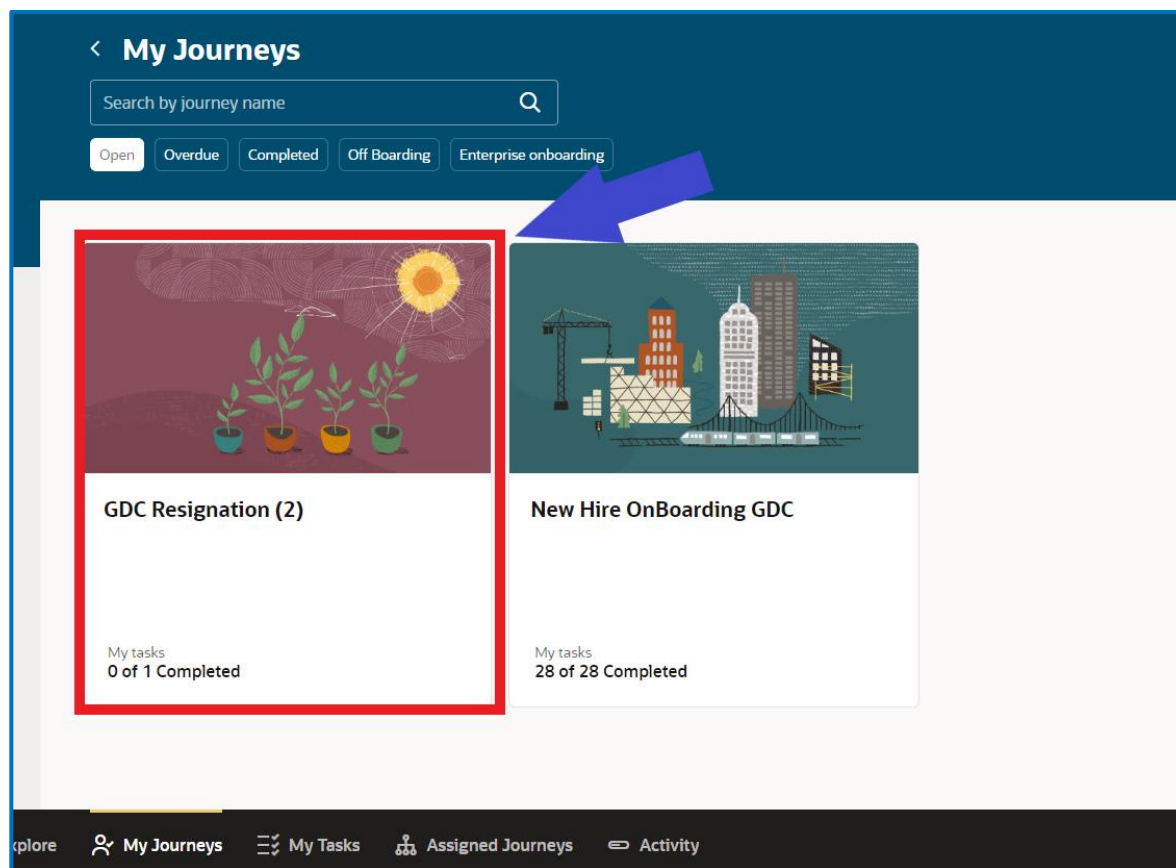
1. On the homepage select **Me**



2. Select **Journeys**



3. Under **My Journeys** select **GDC Resignation**



4. Complete the **Questionnaire**
5. Once you've answered required questions, select **Done** to complete the task.