kinship methods

[TEMPLATE] Department Director Exit Memo Template

Instructions

- Make a copy of this template
- Save your exit memo with naming convention: Department_Name_Exit Memo
- Email your completed exit memo to your direct supervisor in PDF format
- Direct supervisor adds your memo to a Google Drive folder. [NAMES] will have access.

Basics

- Name:
- Department:
- Start Date:
- Permanent Contact Info (email/phone):

Big Picture

1. What are three to five things you are most proud of accomplishing?
2. What were your three to five biggest challenges?
3. What did HQ do well to support your work? What could HQ have done better?
4. What did your direct supervisor do well to support your work? What could your direct supervisor have done better?

Program / Structure

1. What elements of your program would you suggest implementing again and why? What would you do differently?
2. How was your staff structured? What would you replicate and what would you do differently?

[IF ORGANIZING] Regions / Organizer Turfs

1. What regions were drawn? Did they make sense? If you could've redrawn them, how would you do it?
2. Do you have any feedback on organizer turfs?

Hiring Staff

1. What's your advice to the next [Department] Director about hiring staff?

Who's Who

1. When a new [Department] Director comes to [STATE] in a future election cycle, who are the first people they need to call / meet and why?

Management

1. What structures or systems did you build to support your team?
2. How did you have fun or celebrate as a team?
3. How did you hold your team accountable when things didn't go well?
4. What do you think you did well as a manager?
5. What do you wish you'd done differently or better as a manager?

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Anything Else?

Supporting Materials

- *Link any supporting materials the next person in your job should have access to here*