EXIT INTERVIEWS

If you are thinking of leaving your job, you may think that handing in your letter of 0 _____ is the end of the matter. But an increasing number of companies now conduct 'exit interviews' with staff. RESIGN

For the employee, an exit interview may feel like an ideal opportunity to rant and rave about every little 17 _____ that has troubled them since they got the job. But, 18 _____ in mind that you will probably still need a 19 _____ from these people, it is best to avoid getting angry or 20 _____ , and just answer the questions as calmly and with as much 21 _____ as possible. ANNOY BEAR REFER EMOTION HONEST

For employers, the exit interview is a rare opportunity to gather some valuable information about the way staff perceive the company. Existing employees may not wish to cause 22 _____ to the boss or damage their chances of promotion, so are unlikely to 23 _____ their real feelings about the company. However, someone who has already resigned is more likely to be 24 _____ when giving their opinions. OFFEND CLOSE TRUE