

Policy & Procedure Manual

TERMINATION EXIT INTERVIEWS – HR-III-17

POLICY:

Employees who are terminating employment will be selected **at random** for an exit interview by a representative of the Human Resources Department. This confidential interview will give employees the opportunity to discuss the various aspects of employment at OPTIONS that may assist in the redefining and/or improving of OPTIONS' policies/procedures.

Employees not selected for an exit interview may request the same by contacting the Human Resources Department for an appointment.

PURPOSE:

To assist Human Resource planning, specifically with respect to improving processes for attracting and retaining qualified employees.

PROCEDURE:

1. At the request of a Human Resources representative or the terminating employee, a meeting will be arranged to conduct the exit interview and complete the exit interview form (Appendix A).
2. The employee will have the purpose of the interview explained to them. Comments received will be shared with management personnel as deemed appropriate and as discussed with the exiting employee.
3. Human Resources will retain all copies of exit interview forms and utilize the feedback as appropriate.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:



5. Performance Review System

6. Compensation and Benefits

7. Other Comments

Interview completed by: _____

Date: _____