POLICY: HR-III-17

DEPARTMENT: Human Resources **CATEGORY:** Working Conditions

EFFECTIVE DATE: July 2021

SUPERSEDES VERSION DATED: March 2006

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Policy & Procedure Manual

TERMINATION EXIT INTERVIEWS – HR-III-17

POLICY:

Employees who are terminating employment will be selected <u>at random</u> 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:

Appendix A Policy HR-III-17

OPTIONS NORTHWEST EXIT INTERVIEW

Nan	ne of Employee:
Area	of Assignment:
Emŗ	oloyment Dates:
Rea	son for Termination:
Doc feed	ument employee comments in the following areas: (positive/negative back, suggestions for improvement, satisfaction)
1.	Orientation to Agency
2.	Supervision
3.	Communication within Agency (written/verbal, timeliness, availability of supervisory staff)
4.	Training opportunities within Agency

5.	Performance Review System
6.	Compensation and Benefits
7.	Other Comments
Intervi	ew completed by: