

Policy & Procedure Manual

VOLUNTEER/STUDENT EXIT INTERVIEW - HR-VII-5

POLICY:

Any individual who completes volunteer/student work at OPTIONS NORTHWEST may be asked to participate in an Exit Interview and/or may request an Exit Interview.

PURPOSE:

To provide feedback to the agency in order to improve and enhance volunteer/student opportunities/processes.

PROCEDURE:

1. The Coordinator, Health & Safety/designate and/or the area supervisor shall randomly select volunteers/students to complete the Volunteer/Student Exit Interview. (see Appendix A)
2. A volunteer/student may request that an Exit Interview be completed at any time before completing their volunteer/student placement work.
3. The Coordinator, Health & Safety and area supervisor will utilize information gained from this interview to improve/enhance volunteer/student opportunities/process and make recommendations for change.

RECOMMENDED BY: Human Resource Director

APPENDICES: 1

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

ORIGINAL POLICY DATE: November 2005

AUTHORIZED BY: Executive Director

SIGNATURE:



**OPTIONS NORTHWEST
VOLUNTEER/STUDENT EXIT INTERVIEW**

Name of Volunteer/Student: _____

Placement Program (as applicable): _____

Area of Assignment: _____

Placement Dates: _____

Reason for Leaving (as applicable): _____

Document volunteer/student comments in the following areas: (positive/negative feedback, suggestions for improvement, satisfaction)

1 Orientation to Agency:

2 Supervision/Guidance:

3 Communication within Agency (written/verbal, timeliness, availability of support):

4 As a Volunteer/Student did you always feel:

i Welcome:

ii Appreciated:

5. If you consider all of your placement experiences, which experience stands out most in your mind and explain way.

6. Recommendations to improve placement/process:

7. Other Comments:

Volunteer/Student Signature: _____

Interview completed by: _____

Date: _____