

EXIT INTERVIEW POLICY

Policy:

Community Living-Central Huron is committed to offering an exit interview to every employee who voluntarily submits their resignation. Feedback provided by exiting employees will be kept as confidential and anonymous as possible. Should information provided indicate a serious concern, or a need to review Agency policies and/or practices, the Executive Director, will determine the appropriate course of action.

Purpose:

The purpose of exit interviews is to gather information that can be used for program planning, ensuring quality service delivery, gain insight as to the need to amend and/or update job descriptions and to address factors that could assist in the recruitment and retention of future employees.

Procedure:

1. Upon receiving notification of a resignation, the Supervisor will provide a copy of the resignation to the Administrative Coordinator for the purpose of an exit interview.
2. The Administrative Coordinator or designate, will contact the exiting employee to conduct the exit interview.
3. The Administrative Coordinator or designate will explain the purpose and process of the exit interview. Departing employees will be encouraged to participate in the exit interview, however, participation is optional. Should a departing employee not wish to participate in the exit interview process, they will be asked for the reason(s).
4. When possible, the exit interview will take place prior to the individuals departure; the interview may be held in person, or over the telephone. The departing employee will be encouraged to be honest, candid and constructive in their responses.
5. The Exit Interview Form will be used to conduct and document the exit interview.
6. The completed Exit Interview Form will be kept in the employee's personnel file.
7. Information ascertained during exit interview will be kept confidential. The Administrative Coordinator will prepare regular reports for the Executive Director on the results of the exit interviews, using only aggregate non-identifying data.
8. The Executive Director will use the aggregate data to gain insight for program planning, ensuring quality service and to address factors that could assist with recruitment and retention.

Related Policies:

Confidentiality - (A-003)
Privacy - (A-004)
Duty of Care (B-010)
Code of Conduct (B-011)
Employee Performance Standards (E-011)

Exit Interview Form

Exit 01 - Exit Interview

Community Living-Central Huron
EXIT INTERVIEW FORM

Exit -01

We understand you are leaving your employment with Community Living-Central Huron, and as such would appreciate you completing this short survey. The information you provide will be kept confidential and anonymous. Your feedback will be used for planning and service delivery.

Name: _____

Date: _____

Position(s): _____

Work Location(s): _____

1. Are you willing to participate in the Exit Interview Process? Yes No
If no, why not: _____

2. Please indicate your reason for leaving:

Another job/career opportunity

Moving out of area

Family reasons

Returning to school

Disliked work/employment conditions

Retirement

Wages

Workplace culture/values

Other: _____

3. What was most satisfying about your job?

4. What was the least satisfying about your job?

5. Did your orientation to CL-CH help prepare you for the position? Yes No
If 'no,' what do you recommend CL-CH change? _____

6. Would you recommend CL-CH to friends, as an Agency to work for? Yes No
Comments: _____

7. Please list the strengths of the Agency: _____

8. Please tell us areas the Agency should improve upon: _____

9. Further comments/recommendations: _____

Completed by: _____

Thank you for taking the time to complete this survey.

“People live in dignity and share in all aspects of living in their community.”