

POLICY NO AND TITLE	1.2.1	Conditions of employment policy
PROCEDURE	1.2.1(o)	Exit interviews
VERSION AND DATE ADOPTED	1	
RESPONSIBLE OFFICER		Manager Human Resources

Introduction

Employees leaving Council of their own accord shall be interviewed prior to their departure by a member of the Human Resources section to determine the circumstances surrounding the resignation.

Information obtained by conducting exit interviews is useful in identifying factors that affect Council's human resources and will help to identify trends and/or problems which lead to increased turnover, dissatisfaction and poor morale.

Guidelines/ Procedures

1. The task of Exit Interviewing often requires skilful and tactful interviewing technique to determine the real reasons for separation. A summary of the interview shall be prepared immediately following the discussion and a copy made available, if requested, to the departing employee.
2. The information contained within this summary shall remain strictly confidential.
3. Completed forms are to be submitted to and filed in the Human Resources section.
4. An annual Summary Report of Exit Interviews is to be prepared and submitted to the Senior Management Group by the Human Resources Manager.