Exit Interviews

The Inter-Lakes School District values the importance of promoting and maintaining personnel practices that foster constructive employee feedback and suggestions.

The purpose of this policy is to identify workplace, organizational or human resources factors that have contributed to an employee's decision to leave employment; to enable the District to identify trends requiring attention or any opportunities for improving the District's ability to respond to employee concerns; and to allow the District to improve and continue to develop recruitment and retention strategies.

Procedure

Employees should be encouraged to take part in an exit interview process. Participation is optional. The interview should only be conducted with employees who are either:

- Resigning from their current post to leave the School District
- Retiring from the District

If the employee chooses not to participate in an exit interview, they will be provided the opportunity to complete the Exit Interview From in writing to be submitted to Human Resources. Completing the Exit Interview Form is optional.

The Exit Interview Form

An Exit Interview Form should be completed for each interview. The form will ensure that the information is collected in a fair and consistent manner and will help the School District to identify:

- Patterns as to why employees leave
- Any improvements that could be made to development opportunities within the School District
- Comparisons of remuneration/benefits and areas of benefits that could be considered in the future

When should the exit interview be carried out?

Ideally the exit interview should take place in the employee's final weeks of employment.

Who should carry out the exit interview?

The Superintendent or Superintendent's designee should carry out the exit interview with the employee who is leaving.

How should the exit interview be conducted?

The purpose of the interview is to find out information about why the employee is leaving. The Exit Interview Form follows a series of questions to be asked, and as with any interview, responses to questions should be explored as appropriate. Confidentiality must be assured and you should encourage open discussion. It is equally important to find out information of a positive nature to ensure the School District is getting things right and that it continues to do so. You should:

- Explain the purpose of the interview to the employee
- Ensure it is conducted in an informal and relaxed manner
- Reassure the employee that any comments they make will have no bearing on future events, e.g. a request for a reference

What happens next?

Any information obtained by the interview process and through the Exit Interview Form should be retained by the Human Resources Director. It will not be placed in an employee's personnel file. This information will serve to support the District's analysis of potential trends relating to retention of staff, Human Resource related training needs, and District professional culture and climate. Annually, the Human Resources Director will compile a summary. This will be presented to the Superintendent, Administrative Team and School Board.

Exit Interview Form

The Human Resource Director is responsible for the Exit Interview Form. A copy of the form may be obtained by contacting the Human Resource Director.

Legal References:
None

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