

Exit Interview Policy & Procedure



1. PURPOSE

To identify the workplace, organizational or employment-related factors that cause employees to leave ABC Company and utilize the information to identify and correct issues that impair its ability to attract and recruit employees and furnish them optimal work conditions and the opportunity to thrive.

2. POLICY STATEMENT

The HR Department is responsible for ensuring that the exit interview policy and procedures set forth below are followed whenever covered employees (as defined in Section 3 below) voluntarily leave ABC Company.

3. SCOPE

For purposes of this Policy, “covered employees” includes all employees who have been employed by ABC Company for at least 12 consecutive months who provide notice of their intention to retire or voluntarily leave the Company. The following are not “covered employees” and this Policy does not apply to:

- Temporary or contract workers;
- Employees terminated for cause;
- Volunteers or interns; or
- Employees taking a voluntary leave of absence.

4. EXIT INTERVIEW

For purposes of this Policy, an exit interview is a conversation between a covered employee who has decided to leave ABC Company and one or more members of the HR Department designed to illicit information about the employee’s views and perceptions of ABC Company, management, work conditions and other employment factors that contributed to his/her employment experience and decision to leave consisting of:

- Asking the employee the questions listed in the ABC Company Exit Interview

- Questionnaire, which is attached as an Appendix to this Policy; and
- Giving the employee the opportunity to candidly express and discuss his feelings, perceptions and views of the Compa

5. INTERVIEW PROCESS

Within three business days of receiving notification of a covered employee's decision to leave ABC Company, the HR Department will send the employee written notice inviting him/her to participate in an exit interview at a mutually convenient time. If the employee is unwilling or unable to participate in person, he/she will be given the option of instructions and access information necessary to complete the Exit Interview Questionnaire in writing or electronically.

6. VOLUNTARY & CONFIDENTIAL

HR will emphasize that exit interviewing is a voluntary not mandatory process and reassure employees who choose to participate that ABC Company will keep the information they provide during the process confidential and anonymous and not disseminate or discuss it with any other person or organization inside or outside the Company except for the tight circle of individuals within HR and upper management responsible for analyzing and reporting exit interview data for the purpose of internal evaluation of the ABC Company recruitment and retention process.

7. REPORTING & ANALYSIS

The HR Department is responsible for analyzing data from exit interviews to identify trends and problems that may be impairing recruitment, retention, morale, productivity, workplace environment and other vital aspects of ABC Company's business and the work experience of its employees. In addition to notifying the ABC Company CEO of urgent problems requiring immediate attention, HR will submit reports to executive management on a quarterly basis that may include:

- Appropriate statistical information about employee departures and reasons for leaving;
- Qualitative analysis of trends revealed by exit interview data; and
- Summaries of corrective actions taken or proposed in response to problems identified in exit interviews and interview data.