

Exit Interview Policy



Section	Date	By-Law Number	Page	Of
Human Resources	May 22, 2018	47-2018	1	2
Subsection	Repeals By-Law Number		Policy Number	
Recruitment/Retention	N/A		HR-1-5	

Purpose

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 City to identify any trends requiring attention or any opportunities for improving the City's ability to respond to employee issues; and to allow the City to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.

This policy covers the procedures to be adopted when an employee leaves the City of Kenora for whatever reason.

Scope

This policy applies to all employees including employees taking early retirement and voluntary severance. Exceptions include temporary, contract employees, Volunteer Fire Fighters and employees discharged for cause.

Procedure

(For face-to-face exit interviews)

The designated Human Resources representative will contact the employee in writing, inviting him/her to attend an exit interview at a mutually convenient time. The exit interview should take place prior to the last day of work. The interview questionnaire can be given to the employee prior to the meeting for them to complete for discussion at the exit interview.

The employee will be asked a standard set of questions and given a chance to discuss any concerns of information they feel would be beneficial for the City to know about their employment experience with the City.

If an employee chooses not to participate in an exit interview, he/she will be encouraged to complete an Exit Interview Questionnaire. In the event this employee chooses this, HR will note the reason for not completing if provided.

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Voluntary Participation and Confidentiality

Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she will be encouraged to be honest, candid, and constructive in their responses.

The information received through the exit interviews will be confidential. No specific information that could possibly be traced back to an ex-employee will be disseminated or discussed.

Reporting

The information will be analysed regularly by Human Resources to identify areas or determine trends that may need to be addressed. Periodically, human resources will share their analysis and recommendations with designated members of the staff and/or Senior Leadership Team. The Human Resources Strategist will keep the CAO abreast on any issue that may be of a more serious concern.

The analysis and review will include:

- appropriate statistical information regarding the number and distribution of employee departures during the preceding year and his/her reasons for leaving;
- an analysis and discussion on any trends or common themes which are suggested by the exit interview feedback;
- a summary of any actions or interventions taken during the year on the basis of exit interview information; and
- any actions the Department feels are required in order to address any concerns or opportunities which are identified through exit interview feedback.