

EXIT INTERVIEW POLICY & PROCEDURE

Updated: 1st April 2011

Revision date: 31st March 2012

POLICY STATEMENT

All members of staff leaving ELCAP's employment (except those who are dismissed or who have experienced redundancy) will be offered an exit interview by their immediate line manager.

ELCAP use exit interviews as a tool to gaining constructive feedback from ex-employees. This feedback is discussed with a member of the senior management team and action is taken to improve staff retention and staff management.

PROCEDURE

The manager conducting the interview will have reviewed the member of staff's induction, training, appraisal, supervision and attendance records prior to the interview.

If a member of staff is dismissed or has experienced redundancy no exit interview is offered. Otherwise, when a member of staff gives their resignation their immediate line manager will offer an exit interview.

If the member of staff says that they wish to have an interview but the interview does not happen, a form will be sent to the member of staff with a letter requesting that they complete form and offering a meeting with the member of staff's next line manager or the HR Manager.

The form completed at the interview or sent by post will be shared with the line manager, the HR Manager and the relevant Assistant Director in order that ELCAP can improve retention of staff and deal with any unresolved staff support issues.

A summary of the reasons why staff leave ELCAP will be presented to ELCAP's Board.

The Assistant Director will ensure a record of the action taken.

EXIT INTERVIEW

Date:	
Interviewee:	
Interviewer:	
Have we met ELCAP policies and procedures about; induction,	yes/no
Training	yes/no
Appraisal	yes/no
and Supervision	yes/no
Did the member of staff provide a regular and effective service?	yes/no
<p>Reasons for leaving:</p> <p>Member of staff's comments on induction,</p> <p>Member of staff's comments on training,</p> <p>Member of staff's comments on appraisal</p> <p>Member of staff's comments on supervision</p> <p>What would have encouraged the person to stay?</p> <p>How might we increase satisfaction in the job, etc.?</p>	

Any other feedback on working within ELCAP?

Any other comments from postholder?

SIGNED: Interviewee.....

Interviewer.....

Date:.....

Action to be taken by manager

Signed

Date

Action to be taken by Assistant Director

Signed

Date

Please Forward Copy of completed form to Linda Lowe, Human Resources Manager