



Policy Name EXIT INTERVIEWS	Policy Number: 1008
	Effective Date: April 29, 1999
Approved By: Executive Committee	Date Revised: September 28, 2018
Classification: Human Resources	Page No: Page 1 of 2

POLICY

All staff (employees, volunteers, contractors) are to be offered the opportunity to participate in an exit interview upon resignation from their respective position. Exit interviews are voluntary and confidential within Agapé Hospice.

In the event that this policy is in conflict with the terms and conditions of the Collective Agreement, the Collective Agreement shall prevail over this policy.

PURPOSE

- to provide a voice for staff to tell us about their work experience at Agapé
- to learn of workplace or position suggestions which may assist management in promoting staff satisfaction
- to offer staff an opportunity for closure when leaving Agapé

PROCEDURE:

1. The Employee Relations & Support Services Manager will be advised of the resignation by the appropriate Supervisor.
2. All employees who have resigned from Agapé will be advised by a letter from Employee Relations of the opportunity to participate in either an exit interview or to complete a questionnaire.
3. The Exit Interview can be set up prior to the employee's last day, but the results will not be released to the Executive Committee until after the employee has completed their employment at Agapé.
4. The interview will be conducted by the Employee Relations & Support Services Manager or designate in accordance with the Exit Interview Questionnaire Guidelines (see Policy # 1008a).
5. The interviewer will provide an opportunity for the interviewee to review the interviewer's notes and will be asked to sign the interviewer's notes.
7. The interviewer will provide a summary of the information from the Exit Interview to the Executive Committee.



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8. The Employee Relations & Support Services Manager will provide a summary of any appropriate recommendations, issues or trends to the Leadership Committee in order to assess and evaluate the Hospice in the areas of:
 - a. orientation
 - b. training and development
 - c. the position - challenge, degree of autonomy, fulfillment
 - d. supervision and support
 - e. performance appraisals/reviews
 - f. policies: recognition, working conditions, hours of work, overtime

9. Exit interview summaries will be kept in a separate file in the Employee Relations Department, and will be maintained for a minimum of six (6) months.

CROSS REFERENCE

[Policy 1008a – Exit Interview Guidelines](#)