



Policy Name EXIT INTERVIEW GUIDELINES	Policy Number: 1008a
	Effective Date: April 28, 1999
Approved By: Executive Committee	Date Revised: September 27, 2018
Classification: Human Resources	Page No: Page 1 of 1

INTRODUCTION

The interviewer will make the interviewee aware:

1. of the purpose of the exit interview;
2. that the interview is voluntary;
3. how information gathered will be used;
4. that exit interviews are not evaluations;
5. of confidentiality;
6. there will be note-taking and ask if that is acceptable;
7. that the notes will be secured in a locked cabinet and the summary will only be shared with the Executive Committee after the last day worked;
8. that the interviewee will be able to review the interviewer's notes at the end of the interview to ensure their thoughts are accurate;
9. that, where appropriate, the summary will be shared with the Leadership Committee in order to consider changes required/recommended.

ATTACHMENT

[Exit Interview Questionnaire](#)