




POLICY/PROCEDURE

SECTION:	Personnel	NUMBER:	PER 12
APPROVED:	Chief Executive Officer	ORIGINAL:	November 2006
		REVIEWED/REVISED:	December 2014

EXIT INTERVIEW

The purpose of an exit interview is to identify workplace, organizational or human resources factors that have contributed to an employee's decision to leave employment with Nipigon District Memorial Hospital; to enable the Hospital to identify any trends requiring attention or any opportunities for improving the Hospital's ability to respond to employee issues; and to allow the Hospital to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.

SCOPE

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

PROCEDURE

An appointment for an exit interview shall be arranged for the outgoing employee. The interview should take place as soon as possible after the last day of work has been confirmed.

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

If an employee chooses not to participate in an exit interview, he/she will be encouraged to complete an Exit Interview Questionnaire.

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 exit interview shall be performed by a member of the Senior Team.

A request for an accessibility accommodation and the information received through exit interviews will be confidential. No specific information that could possibly be traced back to an

ex-employee will be disseminated or discussed. The interview notes are maintained in a confidential location, separate from the employee's personnel file.

REPORTING

The information obtained in an exit interview will be reviewed by the Senior Team to identify areas or determine trends that may need to be addressed. Periodically, the Senior Team will share their analysis and recommendations with designated members of staff and/or the Board of Directors.

The analysis and review will include:

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



EXIT INTERVIEW

Employee:

Interviewer:

Department/Position:

Date of Interview:

The purpose of an exit interview is to identify workplace, organizational or human resources factors to enable the Hospital to identify any trends requiring attention or any opportunities for improving the Hospital's ability to respond to employee issues; and to allow the Hospital to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.

The information received through exit interviews is considered confidential and will be maintained in a confidential location, separate from the employee's personnel file.

1. What is your reason for leaving?

2. Is there anything that Nipigon Hospital could have done differently that would have influenced you to stay employed with us?

3. Did you request a reference letter? If YES, were you satisfied with your reference letter? If NO, please explain.

4. Do you remember receiving an orientation? If YES, who performed the orientation? How would you rate the orientation (1-10)? Why?

5. Do you believe you received adequate support from management? If NO, please explain.

6. Did you find your job or your work challenging and rewarding? Why?

7. Did your job evolve into what was described to you during the job interview process?

8. If your job description accurate? If NO, please explain.

9. Were the Hospital's policies and procedures explained to you?

10. Do you believe you received adequate support from management? If NO, please explain.

11. Did you feel that you were treated fairly by your supervisor?

12. Did you receive adequate training for your job?

13. Were the working conditions, hours, equipment and facility fair and adequate?

14. Are there any security issues we should be aware of?

15. Do you believe that NDMH fairly addresses workplace harassment?

Your Final Comments
