Selkirk College	**6570**		**Exit Interviews**	
	Replaces:	New		
Policies and Procedures	Effective:	2015-07-01	Next Review:	2020-06-01
Executive Responsibility:	Administrative Responsibility:	Recommended by Policy Review Committee	2015-06-17	
Director, Human Resources	Human Resources	Recommended/Approved by Education Council	N/A	
		Approved by President	2015-09-01	

A. PURPOSE

This policy describes how structured exit interviews with departing employees are utilized to provide information to the College in an effort to continuously improve, adjust, and enhance its processes and practices.

B. SCOPE / LIMITS

This policy applies to all employees who leave the College, change departments, or vacate a position.

C. PRINCIPLES

Selkirk College will provide an opportunity for employees who leave the College voluntarily and, where possible and appropriate, involuntarily, to complete an exit interview survey online, and if requested follow up with a Human Resources representative, about their experiences as Selkirk College employees.

The purpose of these interviews is to gain valuable information that may help the College improve employee retention and enhance the quality of the workplace. It is also an opportunity to gather useful insights about the skills and abilities required to perform the job that the employee is vacating.

The information gathered through these interviews will be held in strict confidence and will be reported to the Management Committee in semi-annual reports that will not identify individual employees but, rather, will highlight key trends and areas for improvement.

D. PROCEDURES

The exit interview will be held during an employee's last week at work or within two months of his/her departure. The interview will be conducted online and the results sent to the Director Human Resources. The focus will be on identifying factors that may contribute negatively or positively to employee retention, opportunities for development and general working conditions.