



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: EXIT INTERVIEWS

Procedure No.	HR-412-PR	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	HR-412	Effective Date:	November 4, 2016 (R1)

PROCEDURE

1. Application

This policy applies to all full time employees of College of the North Atlantic who have been employed for at least six (6) consecutive months and leave their position or the College due to voluntary reasons such as retirement, resignation or promotion. Exceptions for shorter periods of employment may be made at the departing employee's request.

2. Responsibilities

2.1 Human Resources Department

The Human Resources Department is responsible for the following:

- Maintaining and overseeing the exit interview process.
- Conducting exit interviews.
- Ensuring the confidentiality of all Exit Interview Questionnaires.
- Ensuring that employees who terminate their employment have been given the opportunity of an exit interview.

- Analyzing and reporting on exit interview results and trends to the Executive Director, Human Resources on a semi-annual basis. Reports to be submitted February 28 and August 31.
- Initiating or recommending immediate action in response to circumstances where warranted.

2.2 Employees

Employees are responsible for participating in exit interviews on a voluntary basis being honest, candid and constructive in their responses.

3.0 **Process**

- 1) The Manager Human Resources or designate will determine employees who fall under the guidelines of this procedure.
- 2) The Manager Human Resources or designate will contact the employee to request his/her participation in the exit interview process and to discuss a convenient time to conduct the interview.
- 3) The Manager Human Resources or designate will offer the employee the options of a 1) face to face interview, 2) telephone interview, 3) videoconference interview or 4) electronic questionnaire which can be emailed or mailed to the employee.
- 4) An employee who declines the exit interview will be asked to sign the questionnaire in the appropriate section confirming the decision.
- 5) The Manager Human Resources will conduct the exit interview in a private area and will ensure the employee that information provided will be confidential and not used against them in any way.
- 6) The completed Exit Interview Questionnaire will be maintained in the applicable Human Resources office.

Approval History	
Approved by President	October 20, 2009
Revision 1	November 4, 2016