



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: EXIT INTERVIEWS

Policy No.	HR-412	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	HR-412-PR	Effective Date:	November 16, 2023 (R2)

1. PURPOSE AND SCOPE

College of the North Atlantic (CNA) values the input of its employees and seeks feedback through exit interviews. The purpose of the Exit Interviews Policy (the Policy) is to provide employees with an opportunity to voice their opinions and concerns in a private setting and to provide a means by which CNA may identify workplace, organizational, or human resources factors which may have contributed to an employee's decision to leave their current position or CNA. Identification of trends requiring attention, opportunities to respond to employee issues, assistance in the development of training and the retention of employees are positive outcomes.

This Policy applies to all CNA employees.

2. POLICY

It is the policy of CNA to ask employees to participate in the exit interview process if they leave due to voluntary reasons such as retirement, resignation, or promotion. During the exit interview process, employees will be asked to complete a questionnaire and will be given the opportunity to discuss their work experience at CNA.

Information related to the exit interview will not be placed in the employee's personnel file.

3. PROCEDURE

The Associate Vice President of Human Resources shall ensure that procedures are developed and implemented in accordance with the Policy.

Approval History	
Approved by President	October 20, 2009
Revision 1	November 4, 2016
Revision 2	November 16, 2023