



Team Name: Human Resources	Reference Number: ORG.1511.PL.003
Team Lead: VP – Human Resources	Program Area: Human Resources
Approved by: VP – Human Resources	Policy Section: Recruitment & Retention
Issue Date: August 8, 2018	Subject: Exit Interview
Review Date:	
Revision Date: January 15, 2019	

POLICY SUBJECT:

Exit Interview

PURPOSE:

To improve the organization as a place to work and to inform employees of the processes and procedures involved when participating in the Exit Interview process an Exit Interview Survey (ORG.1511.PL.003.FORM.01) is given to an employee who has served notice of termination to Southern Health-Santé Sud.

BOARD POLICY REFERENCE:

Executive Limitation (EL-2) Treatment of Clients

POLICY:

Southern Health-Santé Sud recognizes that employees who leave the organization are in a position to provide valuable perspectives on their overall working experience at Southern Health-Santé Sud. In an effort to more fully appreciate and ascertain the reasons for termination, an Exit Interview Survey is given to an employee (Full-Time, Part-Time, Term) who has served notice of termination to Southern Health-Santé Sud. Participation in the Exit Interview Survey is voluntary.

PROCEDURE:

Recruitment and Retention conducts an Exit Interview under the following circumstances:

- Where the employee requests an Exit Interview on cessation of employment.
- Where the supervisor requests an Exit Interview be conducted with an employee who is terminating their employment with Southern Health-Santé Sud and where the employee consents to such an interview.
- As determined by Human Resources for key positions or where a concern or complaint is raised.
- Based on the monthly termination report, the Human Resources - Recruitment and Retention sends by email or mail the Exit Interview Survey to employees (Full-Time,

Part-Time, Term) who have left the organization. The completed survey is returned to Human Resources - Recruitment and Retention.

- Confidentiality is maintained with respect to all information collected via the Exit Interview Survey. Human Resources shares the Exit Interview Survey accordingly and only as appropriate.

SUPPORTING DOCUMENTS:

[ORG.1511.PL.003.FORM.01](#)

Exit Interview Survey