## Procedure 5.04.11 Exit Interviews

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<tr>
<th>Department</th>
<th>Organisational Development &amp; Governance</th>
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<td>Responsible Officer</td>
<td>Executive Manager</td>
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### Introduction

Employees leaving Council of their own accord shall be interviewed prior to their departure by either their manager/supervisor or a member of the Organisational Development and Governance Team to determine the circumstances surrounding the resignation.

Information obtained by conducting exit interviews is useful in identifying factors that affect Council's workforce and will help to identify trends and/or problems which lead to increased turnover, dissatisfaction and poor morale.

All employees who leave their employment with Council, (whether through resignation, retirement or termination) must complete and sign an employee exit checklist.

### Employee Exit Interview Guidelines/Procedures

1. The task of exit interviewing often requires skilful and tactful interviewing technique to determine the real reasons for separation. A summary of the interview shall be prepared immediately following the discussion and a copy made available, if requested, to the departing employee.
2. The information contained within this summary shall remain strictly confidential.
3. Completed forms are to be submitted to and filed in the Organisational Development and Governance Team.
4. An annual Summary Report of Exit Interviews is to be prepared and submitted to the Leadership and Executive Group by the Manager Workforce and Administration.

### Employee exit checklist

1. As part of leaving their employment with Council, each employee MUST complete and sign the Employee Exit Checklist form, available as a template. This is to ensure all Council property has been returned, ICT and Records areas are advised and to enable the Payroll Officer to calculate and process the employee’s final pay including accrued entitlement.
2. It is the responsibility of supervisors/managers to ensure the employee has completed and signed the exit checklist form before forwarding to the Payroll Officer.

### NOTE

No final pay/severance money will be processed until the Payroll Officer has received a completed and signed exit checklist form.