**Exit Interview Policy**

**POLICY BRIEF AND PURPOSE**

Our employee exit interview policy explains how we collect relevant information about our organization from departing employees. Employees may feel more comfortable expressing their experiences while working for us after they depart.

We'd want to learn more about:

- The reason for an employee's departure.

- What an employee liked or didn't enjoy about working for us.

- Whether official job descriptions accurately reflect the real labor of our employees.

- What can we do to make our workplace more productive and enjoyable?

**SCOPE**

Employees who leave our organization willingly are subject to this employee exit interview policy.

**WHAT IS AN EXIT INTERVIEW?**

Exit interviews are meetings with resigning employees aimed at eliciting their reasons for leaving and identifying areas where we may improve.

In-person interviews allow us to collect more detailed information. If employees find questionnaires or phone interviews more convenient, we may use them.

Exit interviews are organized and conducted by Human Resources. We may occasionally hire external consultants or assign interviews to immediate managers of an employee. These interviews will be conducted without the participation of immediate superiors.

**EXIT INTERVIEWS ARE VOLUNTARY**

Employees who refuse to participate will face no consequences (e.g., references and pay will not be affected). It is the responsibility of HR experts to remind employees that their engagement is greatly welcomed but not required.

Employees who agreed to take part in an exit interview will receive [gift cards] as an incentive.

**METHODS FOR CONDUCTING EXIT INTERVIEW**

As a rule, these discussions should center on acquiring information from employees and understanding their points of view. Exit interviewers should avoid the following:

- Persuade an employee to stay via negotiating.

- When employees discuss unfavorable experiences, become defensive.

- Concentrate solely on receiving negative criticism.

**FORMAT OF THE INTERVIEW**

Interviews might take place in person, over the phone, or by video. Each interview may vary in length, but it should normally last about [60 minutes.]

Human resources should end interviews in a good tone, thanking employees for their time and input.