

Exit Interviews

Policy No. 329

Policy Statement:

An employee has a right to an exit interview. Upon notice of voluntary resignation by an employee, a confidential exit interview is normally conducted prior to the date of resignation.

Intent of Policy:

To obtain information and recommendations from an employee related to their overall assessment of their work experience, job satisfaction, and any suggestions or recommendations for areas of improvement.

Procedure:

- a) With the consent of the employee an exit interview will be scheduled in consultation with the archdiocesan Human Resources Office.
- b) The exit interview may consist of a written questionnaire or an interview conducted in person or by telephone.
- c) The exit interview may include questions related to the position held, supervision received, satisfaction with pay/benefits, working environment and conditions, working relationships with co-workers and others, opportunities for professional development or advancement.
- d) The information provided by an employee will be treated discreetly and with sensitivity.