



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: EXIT INTERVIEWS

|                          |           |                          |                       |
|--------------------------|-----------|--------------------------|-----------------------|
| <b>Policy No.</b>        | HR-412    | <b>Division</b>          | Human Resources       |
| <b>Supersedes</b>        | n/a       | <b>Board Policy Ref.</b> | n/a                   |
| <b>Related Procedure</b> | HR-412-PR | <b>Effective Date:</b>   | November 4, 2016 (R1) |

#### 1. PURPOSE AND SCOPE

The College values the input of its employees and seeks feedback through exit interviews. The purpose of this 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 the College may identify workplace, organizational or human resources factors which may have contributed to an employee's decision to leave their current position or the College. 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 employees of College of the North Atlantic who have been employed for at least six (6) consecutive calendar months.

#### 2. POLICY

It is the policy of the College 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 College of the North Atlantic.

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

**3. PROCEDURE**

The Vice President Corporate Services and Chief Operating Officer shall ensure that procedures are developed and implemented in accordance with this policy.

| Approval History      |                  |
|-----------------------|------------------|
| Approved by President | October 20, 2009 |
| Revision 1            | November 4, 2016 |