

Exit Interview Policy for Onslow College

Statement of Intent

Exit Interviews enable the College to elicit valuable information regarding the experience of employees who are leaving the organisation. Information gathered should be routinely and systematically analysed to highlight areas where College practices and performance could be enhanced, and where agreed following consideration by the Board of Trustees, acted upon.

Board's Expectations

- All departing, permanent employees will be invited to participate in an exit interview.
- It is clearly stated to the exiting employee that participation is voluntary and their choice.
- Employees will be given the choice to either take part in a face-to-face interview, or to complete a written questionnaire
- If a face-to-face interview is chosen, the interviewee will be given a list of questions that will be covered at least two days prior to the interview
- The interview should be conducted during the final week of employment, but not on the final day
- A member of the Senior Leadership Team will conduct the exit interview. This person must not be the employee's direct supervisor
- Where an employee is not comfortable having an exit interview with any member of the Senior Leadership Team the Board of Trustees will employ a consultant to conduct the interview
- To ensure consistency, the standardised Onslow College Exit Interview Questionnaire will be used to guide the interview. The information gathered during the interview will be provided to and securely stored by the Privacy Officer. The Privacy Officer will analyse the findings of individual and collective exit interviews as directed and/or at least annually and:
 - Any issues arising will be addressed with the appropriate staff
 - If any information that relates to harassment, discrimination, illegal activity, contravention of The Code of Professional Responsibility or similar arises the interviewee will be directed to the complaints policy
- Relevant outcomes, suggestions, trends and issues will be summarised and presented to the Board of Trustees at least once per annum. The Board undertakes to implement appropriate

OC POLICY: Exit Interview		Page 1
Effective Date: August 2020	Review Cycle: Within 3 years	Due for review: August 2023



changes, where agreed necessary, in response to feedback provided through the exit interview process.

- Every effort will be made to keep all information confidential. Exit interviews will be placed in the interviewees staff file and all other copies will be destroyed. All attempts will be made to provide information in aggregate form

Supporting Documents

- Onslow College Exit Interview Questionnaire
- Onslow College Policy 3.3 Complaints

Delegations

The implementation of this policy is delegated to the Principal

OC POLICY: Exit Interview		Page 2
Effective Date: August 2020	Review Cycle: Within 3 years	Due for review: August 2023