

PO208 EXIT INTERVIEW POLICY AND PROCEDURE

Policy

Purpose

The purpose of this policy is to ensure the organisation takes every opportunity to learn how it can improve.

Exit Interview Procedure

Before your final day of work, you will be invited to an interview with your line manager. This will cover a variety of questions which are available to look at on the exit questionnaire. These allow the company to understand why you are leaving, and to improve our systems for other staff.

All answers help us to improve the workplace and identify any issues or weak areas which can be addressed to the benefit of their staff.

DRAFT

Related Policies:
Related Documents: DO14 Exit Questionnaire
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