

PROCEDURE 56: STAFF EXIT INTERVIEW

Rationale

An exit interview is an interview or survey conducted with employees when they choose to leave the school. Exit interviews can identify both positive and concerning reasons behind an employee's departure and are a useful way to gain insight into employee views. The exit interview is part of a good transition process for both the departing employee and the school. Exit interviews are voluntary and may either be done electronically via a questionnaire or face to face as an interview.

The exit interview is an aid to improve recruitment and retention strategies for the future, exit interviews and exit questionnaires can be helpful in obtaining information about why an employee chooses to leave a school.

Purpose

The exit interview is designed to find out more than just why the person is leaving. The Whareorino School exit interview seeks to gain employees' views on the working conditions, leadership, and general environment of the school, in addition to asking for some suggestions for improvement. The Principal and Board place a great deal of importance on the feedback gained from exit interviews, ensuring appropriate follow-up action be taken on that feedback if any areas of improvement are identified.

The purpose of an employee completing an exit interview includes:

- to provide a vehicle of transition and closure for the individual by giving an opportunity for confidential feedback.
- to give the organization a chance to listen and learn about what is being done well and what might make the organization more productive and appealing as a place in which to work.
- to identify important trends that are impacting staff retention

Guidelines

The Presiding Member of the Board is responsible for making the approach to an exiting member of staff. The Presiding Member will be sure to explain that the purpose of the interview or survey is to gain insight into the employee's motivation for leaving and to assure the employee that no matter what they say, they will not prejudice themselves and that the purpose is to understand employee perceptions of the workplace and identify any areas for improvement.

Discuss with the staff member the purpose of the exit interview and how the information shared through the exit interview may be used, including:

1. Overall themes may be shared with senior school management and school governance in such a way as to support anonymity while offering feedback on ways in which we can improve.
2. Discovered activities prohibited by law or policy are acted on immediately – to correct the situation for those who remain in the workplace and to mitigate organizational and institutional liability. If any such activities are reported during the exit interview process, the Board Presiding Member the exit interview will follow the matter up by documenting the issue/s and calling a special meeting of the Board.
3. Confidentiality is respected as much as possible, except in the case of information about activities prohibited by law or policy. Since it may be difficult to obscure the source of information that is specific to a particular job, interviewees should be asked if there is specific information, he/she prefers not to be shared, and why.

4. the Board Presiding Member will collate the information obtained from the exit questionnaire and have it recorded in a format members of the board can consider in a public excluded meeting of the board. The exit questionnaire has been designed so that core information can be suitably recorded and used to identify trends and patterns and thereby influence changes to strategies, policies, and procedures if necessary. *Note: If an issue was raised of an urgent or serious nature which presented as something that requires immediate attention, the Presiding Member, on taking advice from STA, may discuss this with the Principal in the first instance.*

The Whareorino School Board Exit Interview form is structured to ensure consistency in the quality and detail of the information provided at exit interviews. It is therefore important that the exit questionnaire attached to this document is used.



C. Stevenson
PRINCIPAL

Dated: 17 March 2022