Exit Interview Policy and Procedures

HiFlex Physio

Policy

As a good employer we will provide an environment that supports and values its employees. Information gathered will be used to assist management and Human Resources to improve working conditions and practices that will in turn improve the retention of staff.

Scope

This policy applies to all staff.

Responsibilities

Centre Manager:

- To offer an exit interview with the employee and manager / staff person of choice.
  or
- To enclose an exit interview questionnaire with acknowledgement of resignation letter.

Human Resources Team:

- To analyse data collated from feedback from written exit interviews.
- To maintain employee confidentiality in feedback process.

Employee:

- To participate in providing feedback.

Procedures

On receipt of resignation regardless of reason, the exiting staff member will be given a copy of the Exit Interview Questionnaire and invited to:

a) Participate in an interview with the Centre Manager, or with someone from Human Resources.

b) Complete a written questionnaire. The questionnaire is forwarded to the Human Resources department at Head Office.

The Human Resources department will collate the information and as appropriate provide the Centre with feedback on a quarterly basis.

The staff member has the right to identify any information given, which they require to be kept confidential.