

## **Exit Interviews**

### **Guidance Notes**

Exit Interviews are a useful method of enabling an organisation to evaluate which aspects of their employment of staff are working well, which are not, and what improvements could be made.

When staff leave, it is likely that they will be less inhibited about their experience of working at the organisation which is why Exit Interviews should not be conducted by the Senior/Line Manager but rather by someone removed from that relationship – perhaps an external advisor?

Before a member of staff leaves, an Exit Interview should be arranged and the employee asked to complete the 'Exit Interview Questionnaire' which should be brought to the meeting where it will be discussed.

While the contents of the Exit Interview should be confidential between both parties, collectively such interviews allow whoever undertakes them to see if there are any trends or issues in common which need to be resolved. It is usual practice for an annual report of Exit Interviews to be compiled for the appropriate committee/board to review.

Care should be taken by whoever undertakes Exit Interviews in case a grievance is made within the questionnaire and it might be necessary in such circumstances for an investigation to be carried out. In such instances, legal advice should be sought.

#### **How AirS Can Assist**

Sometimes it may be more appropriate to use an external person to undertake an Exit Interview and to provide a report either to the Senior Manager and/or the Board. As Exit Interviews are usually confidential between the two parties, the employee's consent would need to be sought in advance. If this is of interest, please contact AirS' HR Manager on 01273 407339. There would be a charge for the time spent on the Interview and subsequent report.