

STAFF PERSONNEL



Island Catholic Schools

EXIT INTERVIEW

424

Rationale

An exit interview provides the employee with an opportunity to provide the employer with observations on various aspects of school operations. This can be of assistance to the employer in future planning.

Policy

All employees resigning their positions will be invited to attend an exit interview prior to leaving their position.

Regulation

1. During the period between an employee submitting written notice of resignation and the last day of employment the superintendent or his designate will invite the person to participate in an exit interview.

The interview will address the following:

- what the employee perceives as some of the major strengths of the school/organization?
- what the employee perceives as areas in need of improvement?
- any other observations you would like to make?

These observations will be recorded and a copy forwarded to the Superintendent, if conducted by a designate. Any written record will remain anonymous.

2. Exit interviews will normally be conducted by:
 - School level - Principal
 - Others (including school-based administrator, Superintendent)
3. The employee may, instead of participating in an interview, complete the form provided and submit it to the Superintendent.
