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## Exit Interviews

**Reference: Personnel Policy – 600.35**

It is the policy of the Club that employees leaving the Club be given an opportunity to have an exit interview.

The Club encourages exit interviews with all terminating employees.

- ❖ Exit interviews give employees an opportunity to share feelings about the Club, its workplace, and policies. This information gives the Club an opportunity to learn and improve.
- ❖ It also provides the opportunity to discuss issues concerning benefits and other administrative details associated with leaving the Club.

If it becomes necessary for an employee or the Club to terminate employment, the employee will be given an opportunity to have an exit interview with the HR Manager and/or his Department Head.

This interview is voluntary and the information provided will be held in confidence and not disseminated to future prospective employers.

A departing employee will be encouraged to provide management with information or suggestions that might help the Club operate more effectively in the future. The Exit Interview, CRI Form 132, is used to record feedback about an employee's experience with the Club.

Individuals conducting exit interviews should be relaxed and open to encourage feedback. The departing employee should be treated with respect and given ample time to discuss concerns, complete paperwork, and ask questions. Avoid the temptation to rush through forms and push them out the door.

To increase the value of the exit interviewing process to the Club, the HR Manager will :

- ❖ Consolidating all information received on at least an annual basis and making changes/recommendations on the basis of feedback received.
- ❖ Providing appropriate and timely feedback to supervisors and/or department heads who are negatively depicted during an exit interview (Note: make every effort to conceal the source of the information provided; employees who believe exit interview comments will be fully disclosed to other parties after they leave may be reluctant to speak freely when it is their time to leave the organization.)

**Take Away:** Exits interviews are an excellent way for the Club an opportunity to learn and improve.

Teachable Moments