

MANAGEMENT GUIDELINES FOR EXIT INTERVIEWS

MG-HR-01.10

COMMITTEE:	Human Resources Committee	PASSED:	April 10, 2003
TOPIC:	Recruitment and Employment	AMENDED:	23 June 2016
		REVIEW PERIOD:	As required.

MANAGEMENT GUIDELINES

As part of its commitment to fostering a supported and empowered staff, the Library aims to attract and retain high quality staff and therefore will seek to understand why an employee may choose to end employment with the Library through an exit interview.

All employees resigning or retiring from the Library are offered the opportunity to participate in an exit interview with their Library Manager, the Library Director or the HR Advisor, to be selected at the employee's discretion.

The interview's purpose is to capture the reason(s) for the employee's departure from the Library and to help identify opportunities for improvement in the Library's recruitment, selection and compensation strategies. The discussion may include topics such as training and development, management/supervision, work-life balance and job design, and any other related topic the employee wishes to raise at that time.

Participation is voluntary.