



ARCHDIOCESE OF REGINA

Policy Name:	Exit Interview	Number:	S6-11
Policy Type:	Management of Staff	Date Approved:	February 2017
References:		Date Revised:	

Policy Statement: An exit interview provides an employee with the information he/she requires upon termination of employment. The Archdiocese of Regina can gain insight and information about the employee's views related to the Archdiocese of Regina's working environment. The employee can also provide or be provided with the reason(s) for termination.

- Procedure:**
- a) When scheduled, an exit interview should be scheduled during the employee's final week of employment, whenever possible, in conjunction with the administrator responsible for Human Resources or designate. (Appendix Xa or Xb)
 - b) The person conducting the exit interview shall:
 - i. Conduct the interview in an open and honest manner and prepare a confidential summary of the employee's comments related to the employee's experiences with the Archdiocese of Regina.
 - ii. Confirm the employee's address and telephone number and provide the exiting employee with information regarding final pay, continuation of benefits (if any), the Archdiocese policies on confidentiality.
 - iii. Reclaim any Archdiocese of Regina property in the employee's possession, such as keys, or plan for the return prior to the employee's last day at the Archdiocesan office.
 - iv. Have the person leaving the employment of the Archdiocese of Regina sign an exit agreement outlining the expectations of the confidentiality of information accessed while employed by the Archdiocese. (Appendix W—Mutual Agreement to Terminate Employment)
 - c) Data obtained from an employee during the exit interview and any written record of the interview is confidential. No data may be disclosed to any person unless the data is in a form that does not identify the employee.
 - d) If an exit interview is not possible, the administrator is responsible for b) ii and iii and iv.

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