

# Employee Exit Interview Policy Template

## **Purpose:**

The purpose of this policy is to outline the procedures for conducting exit interviews with employees who are leaving the organization.

## **Procedure:**

1. Exit interviews will be conducted by a member of the HR team.
2. The exit interview will take place on the employee's last day of work or shortly thereafter.
3. The HR representative will ask a series of questions to gather feedback on the employee's experience with the organization.
4. The information gathered during the exit interview will be kept confidential and used to identify areas for improvement within the organization.
5. Employees will have the opportunity to provide feedback anonymously if they choose.
6. The HR team will compile a report based on the feedback received during exit interviews and share it with senior management.

## **References:**

For more information on conducting exit interviews, please refer to the Society for Human Resource Management (SHRM) website:

[https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms\\_021834.aspx](https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_021834.aspx)

