



## **EXIT INTERVIEW POLICY**

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Drafted: May 2020

### **Rationale:**

Besides the time and monetary costs involved, losing employees can be very costly in terms of losing their experience, skill set and the relationship they have built with school staff, students and the community.

The purpose of this policy is to provide departing staff and Board members with an open and transparent forum for providing feedback about their employment experience at the school. This should include views on the working conditions, leadership and general environment of the school in addition to asking for some suggestions for improvement.

### **Legislation**

This policy supports the requirements of NAG 3 which require the Board to develop and implement personnel and industrial relations policies and to be a good employer as defined in the State Sector Act 1988.

### **Delegations**

The Principal should conduct exit interviews with teaching staff

The Executive Officer should conduct exit interviews with support staff.

Departing staff may optionally ask for a Board of Trustees' member to conduct their exit interview.

Interviews of departing trustees should be conducted by the Board Chair.

### **Guidelines**

- Departing permanent staff and relievers who have been employed for a continuous period in excess of four weeks will be encouraged to participate in an exit interview.
- Interviews can be conducted online or in person, whichever is the employee's preference.
- Exit interviews are optional but will be encouraged.
- Interviews are confidential to the interviewer, interviewee and the Board of Trustees.
- Exit interviews will be tabled at the next "In-Committee" section of the Board of Trustees' meeting.
- The Board undertakes to implement appropriate changes, where agreed necessary, in response to feedback provided through the exit interview process.
- Exit interviews will be used to support other tools that provide feedback to the board on its role as an employer and on the school's practice

### **Monitoring**

In time, the policy could be extended to include whānau and tamariki that leave the school.

### **Related documents**

Current Exit Interview for staff:

<https://drive.google.com/open?id=12BwKIZUwIzXU1FOXLR0wPWSvG24CQfEzk-3JBILJP4>

Current Exit interview for trustees:

<https://docs.google.com/forms/d/1AVxrr183WAxJQPRopViYFkhpl4FXkGWnnX4nL7zb5L4/edit?usp=sharing>

**Review** – every three years

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