



BISHOP GROSSETESTE UNIVERSITY

Document Administration

Document Title:	Exit Interview Policy and Procedure
Document Category:	Policy and Procedure
Version Number:	2
Status:	Approved
Reason for development:	Minor update
Scope:	This procedure applies to all Staff
Author / developer:	HR Adviser
Owner	Head of HR
Assessment: (where relevant)	Tick relevant assessments Tick if not applicable <input checked="" type="checkbox"/> Equality Assessment <input type="checkbox"/> Legal <input type="checkbox"/> <input type="checkbox"/> Information Governance <input type="checkbox"/> <input type="checkbox"/> Academic Governance <input type="checkbox"/>
Consultation: (where relevant)	<input type="checkbox"/> Staff Trade Unions via HR <input type="checkbox"/> Students via Bishop Grosseteste University Students' Union <input type="checkbox"/> Any relevant external statutory bodies
Authorised by (Board):	SLT
Date Authorised:	April 2014
Effective from:	April 2014
Review due:	April 2017
Document location:	University Website
Document dissemination / communications plan	All Staff via upload to SharePoint
Document control:	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University Website.

BISHOP GROSSETESTE UNIVERSITY
EXIT INTERVIEW
POLICY AND PROCEDURE

Policy

The University recognises the importance of holding interviews with staff leaving the University. These interviews can provide valuable information to assist us to develop our employment practices and make improvements so that we can recruit and retain skilled staff.

Introduction

This policy provides guidance to both managers and individuals on the exit interview process:

The policy is based on the following:

- The exit interview process will apply to all employees leaving voluntarily (excluding casual appointments) once they have declared their intention to leave the University.
- The interview should be carried out by a member of the HR Department in a sensitive and fair way.
- The interview should be carried out as soon as possible after the employee has declared their intention to leave.
- The HR Department will monitor reasons for leaving and follow through with any actions that needed to be taken as a result of an interview or interviews.

Procedure

- Once an employee has verbally or in writing stated their intention to leave the University, the manager should contact HR to advise them of the situation.
- HR will write to the employee to acknowledge the resignation. The letter will detail a date, time and location when the exit interview should take place. If the date and time is not convenient the employee should contact HR to arrange an alternative date and time. A copy of the exit interview form will be included with the resignation letter. This will be used to conduct the interview.
- HR will take any action required as a result of the interviews.