



## **Subject: Leaving Interviews**

---

### **1. PURPOSE**

- 1.1. The purpose of this policy is to provide a tool to determine the reasons for employee turnover, to aid in the SGA's commitment to continuous improvement and to make the SGA a great place to work.

### **2. BACKGROUND**

- 2.1. The Leaving Interview information will help improve employee retention, as it plays a critical role in evaluating the effectiveness of human resource practices and policies as well as the effectiveness of individual managers.
- 2.2. Leaving interviews can highlight potential problems, as well as existing situations, so the SGA can respond in a proactive manner.

### **3. PROCESS**

- 3.1. The Executive Director is notified of a termination.
- 3.2. The Executive Director will contact the departing employee to establish a meeting in order to conduct the leaving interview.
- 3.3. Every departing full time employee will be afforded the opportunity to participate in the leaving interview process. Participation is voluntary.
- 3.4. The Leaving Interview Form will be used in the interview to gather specific details from the employee about their reasons for leaving the employ of the SGA.
- 3.5. The Leaving Interview Form will be completed and filed in the departing employee's file.
- 3.6. Confidentiality will be maintained regarding the departing employee's comments and answers provided on the form.

### **4. REPORTING**

- 4.1. Relevant statistics will be gathered from the interviews and reported to Management Committee on an annual basis.
- 4.2. The statistics will be reported on a generic basis in order to protect the confidential nature of the responses.



**STUDENTS' GENERAL ASSOCIATION  
LEAVING INTERVIEW FORM**



Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
Department: \_\_\_\_\_ Date of Interview: \_\_\_\_\_  
Last hire date: \_\_\_\_\_ Last day worked: \_\_\_\_\_  
Manager: \_\_\_\_\_

1. Reason for leaving (check one):
- a. Better opportunity
  - b. Unhappy at SGA
  - c. Better compensation
  - d. Other (specify) \_\_\_\_\_

2. Did you feel that you received recognition from management for your efforts?
- Yes       No
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Did you feel that if you had a problem you could talk to someone about it? Is, whom?
- Yes       No
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Did you feel secure in your job?
- Yes       No
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Did you feel that there was an opportunity to make a personal contribution to the SGA?

Yes       No

---

---

---

6. Did you feel that you were treated fairly by your manager?

Yes       No

---

---

---

7. Did you feel that the working conditions (hours of work, equipment supplied etc) was adequate?

Yes       No

---

---

---

8. Did you consider the SGA a safe place to work?

Yes       No

---

---

---

9. How did you feel about the salary you received (check one)?

- a. Adequate
- b. Poor
- c. Excellent

10. How did you feel about the benefits you received (check one)?

- a. Adequate
- b. Poor
- c. Excellent

11. How would you rate your relationship with your co-workers?

Adequate  Not adequate

---

---

---

12. Did you feel that you were sufficiently trained for your position?

Yes  No

---

---

---

13. Did you feel that there were opportunities for advancement?

Yes  No

---

---

---

14. Do you have another position to go to?

Yes  No

---

---

---

15. What changes would you recommend to improve the overall working conditions in the SGA?

---

---

---

16. Would you consider working for the SGA again?

Yes       No

---

---

---

17. How would you rate your relationship with your manager?

Adequate     Not adequate

18. Employee comments:

---

---

---

---

---

---

19. Interviewer comments:

---

---

---

---

---

---

Interviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_