

Exit Interview Policy of Marcoola Surf Club

1. Purpose

- 1.1 It is the policy of Marcoola Surf Club ('the Club') to arrange a private interview with employees who resign. This interview will be conducted by an experienced person from outside the employee's department.
- 1.2 It aims at gaining information about the reasons for resignation and the employee's general experience of work. The information gained will be used to improve performance in the relevant areas of the organisation.

2. Scope

- 2.1 This Policy applies to all employees of the Club, regardless of status, position or department.
- 2.2 This policy will be made available via <https://www.marcoolasurfclub.com.au/staff-portal/>

3. Procedure

- 3.1 The Exit Interview should be carried out by someone senior, but not the employee's immediate supervisor, on a one-on-one basis.
- 3.2 On receipt of the termination record forms, the interviewer should distribute the preparation documents to staff in advance of their interviews. It is not obligatory to complete this form, but it is recommended.
- 3.3 All exit interviews should take place in private and should have no interruptions.
- 3.4 Termination record forms will be completed by the interviewer shortly after the interview takes place, with a follow up meeting to review and sign the form. Copies of the final form should be made and given to:
 - a) The employee;
 - b) The interviewer/supervisor; and
 - c) The appropriate human resources officer at the Club.

Policy Date: Jun 2022

4. Exit Interview Questions

Name: _____

Department: _____

Current position: _____

Start date: _____

Termination date: _____

1. What did you like most about your job and why?

2. What did you like least about your job and why?

3. Was your workload fair?

4. Were your duties clearly defined? Is the job description accurate?

5. Did you receive adequate training, both on-the-job and specialised?

6. Any suggested improvements to the job?

7. How would you describe the morale in your department and why?

8. Were safety procedures properly followed?

9. How would you rate your supervisor and why? _____

10. How do you feel about the pay and benefits provided by the Club? _____

11. Why did you decide to leave the Club? _____

12. If you are taking up another job, where will you be working? _____

13. What type of work will you be doing? Why is this better? _____

14. Any other comments? _____

5. Supervisor Comments _____

5.1 After conducting the exit interview and asking the above questions, the interviewer should comment on the following to inform future steps:

a) In the interviewer's view, what was the employee's real reason for leave?

b) What is the interviewer's recommendation for future action (if any)?

Name of interviewer: _____

Signature: _____

Date: _____