



# Murweh Shire Council

## Exit Interview Policy

Policy No:	HR-006	20 Jan 22	20 Jan 22
Council Resolution Ref:		Review Date:	Jan 2025
Responsible Officer:	Human Resources Manager	Version No:	1

### 1. Purpose

The purpose of this policy is to ensure that employees leaving Murweh Shire Council (MSC) are interviewed (where possible) about their experience with the organisation. This feedback will enable Human Resources to identify any key areas requiring attention or any opportunities for improvement in our ability to respond to employment related issues and in turn retain high performing employees.

### 2. Commencement of Policy

This Policy will commence on adoption. It replaces all other Exit Interview policies of Council (whether written or not).

### 3. Application

This policy applies to employees of Murweh Shire Council. It does not form part of any employee's contract of employment.

### 4. Process

Following an employee's notice of resignation, the Human Resources Manager will make contact with the employee within 24 hours via email or telephone, and invite them to participate in the exit interview process.

The exit interview should take place as soon as possible after MSC has received the confirmed termination date.

The interview involves a discussion, preferably during working hours, whereby the Human Resources Manager takes the departing employee through a series of exit interview questions. Alternatively, the employee can be given the *Exit Interview Record* to complete during their work hours. The completed form should be returned to Human Resources Manager.

If the exit interview is conducted face to face, then the Human Resources Manager will complete the *Exit Interview Record* and *Employee Exit Checklist* during the meeting. Upon request, the employee may review and/or take a copy of these documents.

If the employee has already departed from the organisation, the Human Resources Manager will attempt to contact them via telephone to conduct the exit interview process. However, if this is not viable, the documentation will be either sent to the employee's home address or emailed and they will be asked to return their response.

If the employee raises a serious matter(s) during the exit interview process, the Human Resources Manager will liaise with the employee's supervisor, manager or director, with the intention of having the issue(s) resolved.

Exit interview information will be placed on the employee's personnel file for future access.

## 5. Variations

Murweh Shire Council reserves the right to vary, replace or terminate this policy from time to time.

## 6. Associated Documents

- *Local Government Act 2009*
- *Industrial Relations Act 2016 (Qld)*
- Queensland Employment Standards (QES)

### VERSION CONTROL

Version No.	Date	Approved	Amendment

### APPROVAL

Chief Executive Officer		Neil Polglase	
Date:		Signature:	