

Exit Surveys or Interviews Procedure

1 Purpose

PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.

To provide Employees with an opportunity to comment on the organisation's strengths and weaknesses through the use of an exit survey or interview.

2 Scope

This Procedure applies to all voluntarily terminating Employees who have held continuing positions or fixed-term positions.

3 Procedure Overview

The University will provide an opportunity for terminating Employees to participate in an exit survey or interview to discuss the organisation's strengths and weaknesses.

4 Procedures

All continuing and fixed-term Employees voluntarily terminating employment with the University will be invited to participate in a confidential exit survey. Exit surveys are conducted online following an Employee's departure. Individual Employees are not identified in the survey, and only aggregate results are presented to University management.

Where an Employee chooses to meet with a People Portfolio representative in addition to completing the exit survey, the exit interview will be recorded and retained in the People Portfolio.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Termination and Separation Policy
Subordinate Schedules	
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2024
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	
Related forms, publications and websites	People Portfolio Website
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>University</p> <p>The term 'University' or 'UniSQ' means the University of Southern</p>

	Queensland.
	Definitions that relate to this procedure only
Keywords	Exit interviews, exit surveys, termination, feedback
Record No	13/324PL