

# Exit Surveys or Interviews Procedure



## 1 Purpose

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

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	Termination and Separation Policy
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	12/12/2018
<b>Effective Date</b>	3/4/2019
<b>Review Date</b>	3/4/2022
<b>Relevant Legislation</b>	
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Related forms, publications and websites</b>	<a href="#">People Portfolio Website</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Employee</a></p> <p>A person employed by the University and whose conditions of employment are covered by the USQ 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><a href="#">Procedure</a></p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'USQ' means the University of Southern Queensland.</p> <p><b>Definitions that relate to this procedure only</b></p>
<b>Keywords</b>	Exit interviews, exit surveys, termination, feedback

