



## POLICY

Exit Questionnaire and Interview	
<b>Policy Number</b> 130-026	<b>Supersedes Policy Number</b> 13-10
<b>Effective Date</b> 2008-10-20	<b>Approved by Council (Meeting Date)</b> 2008-10-20

### 1.0 Purpose

It is the policy of the Town of Wolfville to ensure that exit interviews and/or exit questionnaires, are completed by employees who are leaving the employment of the Town of Wolfville.

### 2.0 Scope

This Policy applies to all permanent employees for the Town of Wolfville.

### 3.0 References

- 3.1 Exit Interview & Questionnaire SOP 130-823

### 4.0 Definitions

- 4.1 **Exit questionnaire:** a confidential questionnaire which is completed by an employee who is leaving the employ of the Town of Wolfville.
- 4.2 **Exit interview:** a confidential interview conducted by the Chief Administrative Officer or department head with an employee who is leaving the employ of the Town of Wolfville.

### 5.0 Policy

#### 5.1 Specific Objectives

The objective of the exit interview or questionnaire is to:

- a) identify reasons why employment is being terminated with a view to improving the Town of Wolfville work environment.

CAO

2015-12-15

Date