



Operating Procedure – Human Resources

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EXIT INTERVIEW FOR EMPLOYEES TERMINATING THEIR EMPLOYMENT

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1 October, 2014.

Revision 2014-000

- 1.0 **POLICY:** It is ET policy that all permanent or part-time employees or contract teachers should be interviewed in a standard format prior to leaving their employment. In addition, employees or contract teachers should return to ET all of ET's property, passwords, keys, phones prior to receiving their final payment. Also any employee cash advances should be accounted for and any outstanding expenses should be reported and reimbursed in the usual manner.
- 2.0 **PROCEDURE:**
- 2.1 When an employee gives notice of termination (or when a contract teacher's employment is concluding), the direct report manager is responsible to complete the terminating employee checklist (following) to ensure that all items addressed above have been returned/completed. The notice of termination should be in writing.
- 2.2 Accounting should be notified of the pending termination immediately and outstanding advances or expenses should be noted, to be finalized prior to the final payment.
- 2.3 The Exit Interview form (sample following) should be completed prior to, or on, the last day of employment either in person, or by telephone for employees off-site.
- 2.4 Any issues or complaints that the employee voices should be passed to the appropriate authority to address, to ensure improvement in future employer-employee/contractor relationship.
- 2.5 Final payment to the employee/contractor is not to be made by Accounting until these forms are completed, signed and submitted to Accounting.
- 2.6 Any equipment or data returned should be checked for repairs needed and then replaced in inventory.



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Date:

ET EMPLOYEE/CONTRACTOR TERMINATION CHECKLIST

Voluntary **Lay-Off** **Termination**

Employee Name _____ Position _____

Years of Employment: from _____ to _____

Manager Name/Signature: _____

The following property of Elephant Thoughts has been returned before termination and final payment can be made:

1. Cash advances: \$..... [Accounting initial]
2. Final Expense report submitted and paid [Accounting initial] \$.....
3. Property:
 - Credit card(s)
 - Keys – Door Vehicles File/desk Other
 - Computer/laptop
 - Cell phone(s)
 - USB sticks, hard drives, DVDs, CDs, other
 - Paper files
 - Text books, manuals
 - Final written report if required
 - Phone cards, etc.
 - T-shirts, uniforms
 - Other
 - Other
 - Other
2. Passwords:
 - ET Facebook
 - Pay Pal
 - Voicemail
 - Email
 - Other
 - Other
3. Contacts information:
[List]
4. Other: Any and all other data, equipment and property belonging to Elephant Thoughts:
.....

I hereby certify that I have returned all tangible and intangible property belonging to Elephant Thoughts, including files from my personal computer, and will keep confidential all confidential information I have learned in the course of my employment.

Signed: Print:



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Department:

Date:

Location: By phone

Time

EXIT INTERVIEW

Voluntary

Lay-Off

Termination

Employee Name _____ Position _____

Years of Employment: from _____ to _____

Manager Name _____

Person Conducting Interview _____

Going to (next position) _____

Reasons for Leaving _____

What they liked most about this position _____

What frustrated them the most _____

Would they consider re-employment here? _____

Why/Why not? _____

Reference Requested? _____

Comments _____
