



KENORA CATHOLIC DISTRICT SCHOOL BOARD

400 Personnel and Staff Relations Procedures

AP 422: Exit Interviews and Questionnaires

The Director of Education and system and school administrators and managers are committed to providing organizational improvement on an ongoing basis. This procedure is intended to achieve enhanced workplace satisfaction for all staff members and groups.

It is recognized that effective employee feedback is of critical importance in supporting employees and the system as a whole in managing change in a way that encourages meaningful and sustained renewal and improvement. The Director and system and school administrators and managers are committed to identifying areas of growth through exit interviews and questionnaires with all voluntary departing staff as an integral part of improving employee/employer interaction and relations in The Kenora Catholic District School Board.

1. Guidelines

- 1.1** Exit interviews and questionnaires will be developed and renewed on an annual basis by the Manager of Human Resource Services in consultation with Executive Council members.
- 1.2** Upon the resignation or retirement of an employee an offer will be made in writing by the Manager of Human Resource Services to complete both an exit interview and an exit questionnaire.
- 1.3** Participation in this exercise is completely voluntary for all departing employees.
- 1.4** Upon completion of the exit interview and questionnaire the information will be shared with the most recent Principal/Supervisor and other administrators as determined by the Manager of Human Resource Services.
- 1.5** The completed questionnaire will not become a part of the employee's personnel file.
- 1.6** All questionnaires will be used to compile periodic summary reports for senior administration in order to achieve meaningful growth.

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