

## STAFF EXIT PROCEDURE

<b>Section</b>	Human Resources		
<b>Approval Date</b>	18.05.09	<b>Approved by</b>	Directorate
<b>Next Review</b>	As required	<b>Responsibility</b>	Human Resources Manager
<b>Key Evaluation Question</b>	6	<b>ITPNZ Quality Standard</b>	4

### PURPOSE

To ensure:

- NMIT gains information on why the staff member is leaving.
- NMIT understands why staff are leaving and to identify any underlying trends.
- NMIT gains information about working for NMIT to identify any areas/issues that could be improved or addressed in order to retain high calibre staff.
- NMIT understands what NMIT is doing well to ensure that these practices continue.
- Comparisons of remuneration/benefits and areas of benefits that could be considered in the future.
- Any improvements that could be made to development opportunities with NMIT.

Also, to comply with best employment practice of staff who either leave or move to another Directorate with NMIT.

### SCOPE

All NMIT staff who have been at NMIT need to complete the exit check list (Appendix B).

All NMIT staff who have been employed for longer than one year and held a position of 0.5 FTE proportion or greater should be encouraged to take part in an exit interview. The interview should only be conducted with staff who are either:

- Resigning from their current post to leave NMIT
- Moving to another post in a different directorate of NMIT
- Transferring to an outsourced employer.

## THE EXIT INTERVIEW

An Exit Interview form (see appendix A) should be completed for each interview. The form will ensure that the information is collected in a fair and consistent manner:

The interview should be undertaken to provide confidentiality and to protect the individual leaving from any repercussions resulting from the information provided.

To ensure that the time you have set aside for the exit interview is used effectively and the maximum amount of information is obtained, you should:

- Have the appropriate information about the staff member who is leaving, eg. length of service details and a copy of the Exit Interview Form and Exit Checklist Form.
- Ideally the exit interview should take place in the staff member's final week of employment.
- Confidentiality must be assured and you should encourage open discussion. It is equally important to find out information of a positive nature to ensure NMIT is getting things right and that it continues to do so. You should:
  - Explain the purpose of the interview to the staff member
  - Ensure it is conducted in an informal and relaxed manner
  - Reassure the staff member that any comments they make will have no bearing on future events, eg a request for a reference.
- The line manager should carry out the exit interview with the staff member who is leaving. However, if the staff member indicates they do not want their line manager to carry out the interview, then the staff member may request that another manager within the same Directorate conduct the interview. If this arrangement is not acceptable, then a representative from the Directorate or Human Resources Team can be requested to conduct the interview.
- A copy of the Exit Interview form should be retained by the manager who will determine any action that needs to be taken as a result of information received and the original form sent to the Human Resources Team and placed in the staff member's personal file and the data collated for future reference.

## APPENDICES

- Appendix 1: Exit Interview Form contact the Human Resources Team.  
Appendix 2: Exit Checklist

## REFERENCES

INTERNAL

Staff Charter

# EXIT CHECKLIST

The checklist should be instigated when any staff member leaves NMIT regardless of their length of service or their employment status.

Details:						
Name of staff member:						
School/Team:						
No. Years of Service at NMIT:						
Date of Termination:						
<b>Reason for Leaving:</b>						
Departure Check List						
I have returned the following: (Please tick as appropriate)						
Library Books	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Signed Librarian:	
Key/Cards	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Signed Custodian:	
Outstanding Debts settled	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Signed Financial Accountant:	
Computer Hardware & Software	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>		
Uniform (if applicable)	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>		
Safety equipment	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>		
Section/class materials	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>		
HR notified of resignation:	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>		
Signed:						
<b>Departing Staff member:</b>						
<b>Departing staff member's Manager:</b>						