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## **Lake Park Audubon ISD 2889**

Exit interviews are discussions with employees who resign aimed at exploring their reasons for leaving to discover areas we can improve in.

In-person interviews help us gather more granular insight. We may use questionnaires or phone interviews if employees find those more convenient.

Administration is responsible for organizing and conducting exit interviews.

### **Exit interviews are voluntary**

There will not be any repercussions for employees who refuse to participate (e.g.).

Administrators are responsible for informing employees that their participation is greatly appreciated but optional.

### **How do you conduct exit interviews?**

As a rule, these discussions should focus on gathering information from employees and understanding their perspectives. People who conduct exit interviews should not:

Negotiate to persuade an employee to stay

Get defensive when employees share negative experiences

Focus only on getting negative feedback

### **Interview format**

Interviews may be held in-person, over the phone or in writing. The length of each interview may vary, but it should generally last approximately 30 minutes.

Administrators should close interviews on a positive note, thanking employees for their time and feedback.

### **Serious issues that may be uncovered during exit interviews**

If interviews unearth serious incidents (e.g. harassment, discrimination, embezzlement),

Administrators should act immediately and according to School Board policy. They should inform employees that they may have to disclose some of their feedback to legal authorities.

### **Confidentiality**

Everything discussed during exit interviews must be kept confidential. Administrators should assure exiting employees that interview records are confidential. Administrators should tell employees how they'll present results to management (e.g. in aggregate form or anonymous feedback.)

### **Procedure**

Once an employee submits a notice of resignation, Administrators may reach out to them to ask for an exit interview, preferably in writing. Employees may choose their interview's format or decline to participate.

Ideally, interviews should take place before employees' final week of work. Administrators should avoid scheduling interviews for an employee's last day unless there is no other opportunity.