



STATEWIDE GROUP TRAINING (SA) INC

EXIT INTERVIEW POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) will provide employees with an opportunity to provide candid and confidential feedback at an exit interview, when resigning from their employment, or completion of their contract of training.

SCOPE:

This policy applies to:

- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff and apprentices and trainees.

POLICY:

Attendance at the interview will be encouraged and expected; however, it is not compulsory, and any feedback provided by the employee will be treated confidentially.

Where an interview is not possible, employees will be provided with an alternative method of supplying feedback, using the Exit Interview form and the email or postage system.

The intention of the exit interview is to explore the issues relating to the reasons for the employee's cessation of employment, if applicable. The exit interview process provides an opportunity for the parties to end the employment relationship on a positive and amicable basis. The exit interview will also seek suggestions for improvement and the reasons for job satisfaction or dissatisfaction to assist in identifying any common factors that may be contributing to staff turnover.

Any issues raised by the employee that reflect directly on the employee – host employer/employee relationship will be advised to the appropriate senior manager for review and to the employee's Field Officer where necessary and appropriate.

The following exit interview procedure will be applied when an employee resigns, or completes their contract of training, from their employment with SGT:

- The exit interview will be conducted in a confidential manner using the Exit Interview form.
- All information gained at the interview will be recorded in its entirety without omission.
- Where appropriate, all information/property belonging to SGT is to be returned during or at the completion of the exit interview.
- The completed Exit Interview form is to be forwarded to the payroll department, to review if required and make appropriate recommendations.
- The completed Exit Interview form and any information from the interview process should be placed on the employee's Personnel File.
- If the employee does not wish to participate in an exit interview, this will be recorded on the Exit Interview form and should be placed on the employee's Personnel File.
-

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024