

EXIT PROCEDURE FOR KAIMAHI

Section	People and Culture		
Approval Date	06.12.2023	Approved by	Interim Operations Lead
Next Review	22.11.2026	Responsibility	HR Manager, People and Culture
Last Reviewed	22.11.2023	Key Evaluation Question	6

PURPOSE

To ensure NMIT | Te Pūkenga (NMIT):

- gains information on why the employee is leaving.
- understands why employees are leaving and to identify any underlying trends.
- gains information about working for NMIT to identify any areas/issues that could be improved or addressed in order to retain high calibre members of staff.
- understands what NMIT is doing well to ensure that these practices continue.
- considers comparisons of remuneration, areas of benefits and any improvements that could be made to development opportunities.
- complies with best employment practice

SCOPE

All kaimahi who have been employed by NMIT are required to complete the [exit checklist](#). Line Managers are responsible for ensuring this is completed and emailed to hradmin@nmit.ac.nz.

All employees 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 those who are leaving NMIT due to resignation or transfer to another business division of Te Pūkenga.

THE EXIT INTERVIEW

An *Exit Interview Form* 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 employee who is leaving, e.g. 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 employee'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 employee
 - Ensure it is conducted in an informal and relaxed manner
 - Reassure them that any comments they make will have no bearing on future events, e.g. a request for a reference.
- The line manager should carry out the exit interview with the employee who is leaving. However, if the employee indicates they do not want their line manager to carry out the interview, then they may request that another leader within the same division conduct the interview. If this arrangement is not acceptable, then a representative from the People and Culture Team can be requested to conduct the interview.
- A copy of the *Exit Interview Form* should be retained by the leader who will determine any action that needs to be taken as a result of information received and the original form sent to the People and Organisation Development Team to be placed in the employee's personal file and the data collated for future reference.

EMPLOYMENT REFERENCES

When an employee ceases their employment with NMIT, a Letter of Service detailing their dates of employment, proportion and positions held can be provided on request.

No written references will be provided to leaving kaimahi.

Current kaimahi only may provide verbal references for past kaimahi of NMIT.

LEAVING GIFTS / FAREWELLS

If the department or team would like to contribute to a gift or function for the leaving team member the following guidelines are provided:

- Farewells are optional following a discussion between the manager and employee.
- If under 8 years of service kaimahi can have a small morning tea funded - \$10pp up to a maximum of \$200.
- If over 8 years of service kaimahi can have a small morning tea funded and Te Pūkenga will contribute \$100 towards a gift – morning tea \$10 pp up to a maximum of \$200.
- Years of service information can be found on the Exit Checklist emailed to their Manager once the acceptance of their resignation has been received.

REFERENCES

INTERNAL

[Exit Interview Form](#) and [Exit Checklist](#) [for internal use only, available on the NMIT intranet, People and Culture team site]
[Staff Charter](#)