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EXIT PROCEDURE for TEAM MEMBERS

Section	People and Organisation Development		
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PURPOSE

To ensure:

- NMIT gains information on why the team member is leaving.
- NMIT understands why team members 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 team members.
- 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.

In addition, to comply with best employment practice of team members who either leave or move to another Directorate with NMIT.

SCOPE

All NMIT team members who have been at NMIT need to complete the exit checklist (Appendix 2).

All NMIT team members 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 team members who are either:

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

THE EXIT INTERVIEW

An *Exit Interview Form* (refer to *Exit Interview Form* in People and Organisation Development Forms Folder on the NMIT Intranet) 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 team member 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 team members' 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 team member
 - Ensure it is conducted in an informal and relaxed manner
 - Reassure the team member 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 team member who is leaving. However, if the team member indicates they do not want their line manager to carry out the interview, then the team member may request that another leader within the same Directorate conduct the interview. If this arrangement is not acceptable, then a representative from the Directorate or People and Organisation Development 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 and placed in the team members' personal file and the data collated for future reference.

EMPLOYMENT REFERENCES

When a team member ceases their employment with NMIT, a Letter of Service detailing the team members' dates of employment, proportion and positions held will be provided to the team member.

No written references will be provided to leaving team members

Current team members only may provide verbal references for past team members of NMIT.

APPENDICES

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|-------------|--|
| Appendix 1: | Exit Interview Form (Refer to People and Organisation Development Forms Folder on the NMIT Intranet/Staff Induction + Exit/Staff Exit Interview) |
| Appendix 2: | Exit Checklist (Refer to People and Organisation Development Forms Folder on the NMIT Intranet/Staff Induction + Exit /Team Member Exit Procedure Checklist) |

REFERENCES

INTERNAL

Staff Charter

Appendix 1

NMIT EXIT INTERVIEW			
NAME:		INTERVIEW DATE:	
POSITION:		LENGTH OF SERVICE:	
INITIALLY...			
What attracted you to NMIT?	Type of work <input type="checkbox"/>	Flexible hours <input type="checkbox"/>	Location <input type="checkbox"/>
	Organization <input type="checkbox"/>	Work environment <input type="checkbox"/>	Other <input type="checkbox"/>
How soon did you feel part of the team?			
Straight away <input type="radio"/> After 1 month <input type="radio"/> After 6 months <input type="radio"/> Never <input type="radio"/>			
IN YOUR JOB... (SCALE OF 1 TO 5, 1= POOR 5= EXCELLENT)			
How would you rate your...?	Job tasks <div style="text-align: right;">5</div>	Work environment <div style="text-align: right;">5</div>	Tool of trade <div style="text-align: right;">5</div>
How would you rate relationships with...?	Manager <div style="text-align: right;">5</div>	Colleagues <div style="text-align: right;">5</div>	Other depts. <div style="text-align: right;">5</div>
How would you rate communications with...?	Manager <div style="text-align: right;">5</div>	Colleagues <div style="text-align: right;">5</div>	Other depts. <div style="text-align: right;">5</div>
Would you recommend working at NMIT to a friend?			
Yes <input type="radio"/> No <input type="radio"/> Unsure <input type="radio"/>			
What is your experience of staff morale & motivation?			
Excellent <input type="radio"/> Good <input type="radio"/> OK <input type="radio"/> Poor <input type="radio"/>			
Did you clearly understand NMIT's mission & goals?			
Yes <input type="radio"/> No <input type="radio"/> Unsure <input type="radio"/>			
Do you feel that you contributed to these goals?			
Yes <input type="radio"/> No <input type="radio"/> Unsure <input type="radio"/>			
What were the best things about working at NMIT?			
People <input type="checkbox"/>	Conditions <input type="checkbox"/>	The job <input type="checkbox"/>	Holiday <input type="checkbox"/>
Location <input type="checkbox"/>	The students <input type="checkbox"/>	Pay <input type="checkbox"/>	Other <input type="checkbox"/>

What else did you value / appreciate about NMIT?

What would make NMIT a better workplace?

Do you have any general comments about leadership or management at NMIT?

NO ☐ YES ☐

Did you have clear goals and know what was expected of you? Yes ☐ No ☐ Sometimes ☐

Was your training sufficient to do your job effectively? Yes ☐ No ☐ N/A ☐

Did you receive adequate support to do your job? Yes ☐ No ☐ Sometimes ☐

Did you have a regular performance appraisal? Yes ☐ No ☐ N/A ☐

Did you have a training plan linked to objectives? Yes ☐ No ☐ N/A ☐

LEAVING NMIT

What is your primary reason for leaving NMIT?

Other work ☐
Health ☐

Retirement ☐
Career Promotion ☐

Break ☐
Other ☐

Are there any issues concerning the fact that you are leaving?

NO ☐ YES ☐

Did you raise them with someone at NMIT prior to your decision to leave?

NO ☐ YES ☐

I give my permission for this information to be used for internal audit and continuous improvement purposes.

YES ☐

NO ☐

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS INTERVIEW – WE WISH YOU WELL IN YOUR FUTURE ENDEAVOURS.

Appendix 2

EXIT CHECKLIST

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



Details:						
Name of team member:						
Programme Area/Business Support Team:						
Years of Service at NMIT:						
Date of Termination:						
Reason for Leaving:						
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 Fin. Accountant:	
Computer Hardware & Software	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>		
Phone	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"/>		
POD notified of resignation:	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>		
Signed:						
Departing team member:						
Departing team member's leader:						