EMPLOYEE EXIT INTERVIEW POLICY

Our commitment as an organization is to provide a healthy, strong, collegial and successful work environment for our employees. This includes both quality experiences for employees when they are hired and employed by Philanthropy WV, but also as they depart to obtain feedback on their experience through an exit interview.

The Exit Interview Process has three purposes including:

(1) to learn where the organization can improve itself,
(2) to make sure employees leave feeling good about their service, and
(3) identify areas that a position can be updated/re-evaluated to ensure future employees can thrive.

As of July 1, 2015, Philanthropy WV will officially commence an exit interview process for departing employees that will include:

(a) Upon notification of departure, an exit interview will be scheduled with the departing employee within five days of their final day with the organization;
(b) The exit interview will include two members comprised of the staff and/or board who appointed by the Board Chair;
(c) The interview will encompass a series of questions and discussion points on the quality of their experience, areas of improvement, feedback on their co-workers and supervisor interactions; and general recommendations for enhancement of their position and the organization in the future;
(d) Those facilitating the exit interview will compile a summary of discussion points and feedback to be presented to the President & CEO and Finance & Administration Committee which will be filed in the departing employee's permanent file

The completion of the employee exit interview process is to be completed within one month of the employee's departure.

Approved by the Board of Directors, March 2015