



– Employee Exit Interview Policy –

Seth M.R Jaipuria Schools

Purpose: The purpose of this policy is to establish guidelines and procedures for conducting exit interviews with departing employees of Seth M.R Jaipuria Schools. Exit interviews are an essential tool for gathering feedback and insights from employees leaving the institution, which can be used to enhance organizational culture, address workplace concerns, and improve overall employee satisfaction.

Scope: This policy applies to all regular employees, including faculty, staff, and administrators, who voluntarily resign or retire from their positions at Seth MR Jaipuria Schools. It is the responsibility of the Human Resources Department/ Management team to administer the exit interview process.

– Exit Interview Procedure –

1. **Invitation:** Departing employees will be informed of the exit interview process by the HR department upon receipt of their resignation or retirement notice. The interview will be scheduled for a mutually convenient time, typically within two weeks of their departure.
2. **Confidentiality:** All information collected during the exit interview will be kept confidential, and the individual responses will not be shared with anyone outside the HR department/ management without the employee's express consent. The employee's feedback will be aggregated and analyzed to ensure anonymity.
3. **Interviewer:** The exit interview will be conducted by a member of the HR department/ management, preferably someone who has not had a direct supervisory or personal relationship with the departing employee. This helps ensure that the interview remains objective and unbiased.
4. **Questionnaire:** The departing employee will be provided with an exit interview questionnaire that includes a mix of open-ended and closed-ended questions. This questionnaire may cover areas such as the reason for leaving, job satisfaction, workplace culture, suggestions for improvement, and any other relevant topics.

5. **Interview Process:** The exit interview may be conducted in person, over the phone, or through written correspondence, based on the departing employee's preference. The HR department will use the questionnaire as a guide but may also encourage the employee to provide additional comments or insights.
6. **Analysis:** The HR department will collect and compile the feedback from exit interviews, looking for recurring themes or patterns. This data will be used to inform HR and senior leadership about potential areas for improvement and to enhance the overall workplace experience.
7. **Action Plan:** HR and senior leadership will work together to develop an action plan based on the feedback received during exit interviews. This may involve changes in policies, procedures, or practices to address concerns and improve the working environment for current and future employees.
8. **Feedback to Departing Employees:** Departing employees may be informed about any changes or actions taken based on their feedback, without disclosing any confidential or personally identifiable information.
9. **Retention of Records:** Exit interview records will be retained in accordance with applicable data protection and privacy regulations and the institution's document retention policy.

By implementing an exit interview policy, Seth M.R Jaipuria Group of Schools aims to continuously enhance the employee experience, address concerns, and foster an environment of improvement and growth.

– Exit Interview Questionnaire –

Introduction: Thank you for taking the time to participate in our exit interview process. Your feedback is invaluable in helping us improve Seth M.R Jaipuria Group of Schools and the experiences of our employees. This questionnaire is confidential, and your responses will be used for analysis purposes only. Please be candid in your responses.

Section 1: Personal Information

Full Name: _____
Job Title: _____
Department: _____
Last Day of Employment: _____
Length of Service at Seth M.R Jaipuria Group of Schools: _____

Section 2: Reasons for Leaving

What is your primary reason for leaving Seth M.R Jaipuria Schools?

- Better job opportunity
- Retirement
- Relocation
- Career change
- Personal reasons
- Dissatisfaction with the work environment
- Dissatisfaction with compensation and benefits
- Dissatisfaction with workload
- Dissatisfaction with advancement opportunities
- Other (please specify): _____

Did you discuss your reasons for leaving with your supervisor or HR before submitting your resignation?

- Yes
- No

Section 3: Job Satisfaction and Work Environment

On a scale of 1 to 5, with 1 being very dissatisfied and 5 being very satisfied, please rate the following aspects of your job:

- Job responsibilities: _____
- Work-life balance: _____
- Compensation and benefits: _____
- Professional development opportunities: _____
- Relationship with colleagues: _____

Please share any specific experiences, positive or negative, that influenced your job satisfaction.

Did you feel that your contributions were valued and recognized at Seth M.R Jaipuria Group of Schools?

- Yes
- No

Were you provided with adequate opportunities for professional development and growth?

- Yes
- No

Section 4: Workplace Culture and Environment

How would you describe the overall workplace culture at Seth M.R Jaipuria Group of Schools?
Were there any specific workplace issues or concerns that contributed to your decision to leave?
If so, please describe.

Section 5: Suggestions for Improvement

What recommendations or suggestions do you have for improving the workplace environment, policies, or practices at Seth M.R Jaipuria Group of Schools?

Are there any specific benefits, programs, or policies that you believe should be introduced or enhanced to better support employees?

Section 6: Additional Comments

Please provide any additional comments, feedback, or insights you believe would be helpful for Seth M.R Jaipuria Group of Schools to consider.

Conclusion: Thank you for completing this exit interview questionnaire. Your input is highly valued and will be used to make meaningful improvements at Seth M.R Jaipuria Group of Schools. If you have any further comments or concerns, please feel free to reach out to the Human Resources department.

Your honest feedback is essential in our ongoing commitment to providing a supportive and productive work environment. We wish you the best in your future endeavors.

Seth M.R Jaipuria Group of Schools

[Date]