

Employee Exit Interview
Fisheries and Oceans Canada - Sea Lamprey Control Centre

Employee _____ **Position** _____

Work Period: from _____ to _____ **Operational Unit** _____

Substantive Supervisor _____ **Position** _____

Other Supervisors _____

Interviewer _____ **Position** _____

Employee Exit Interview Questions

(Employee should be advised that a) participation in this interview process is voluntary, b) responses will be treated as confidential, and c) the purpose of the interview is to improve the workplace. Permission to take notes on employee responses should be obtained.)

WORKPLACE AND WORK ENVIRONMENT

1. From your perspective, what were the positive elements of your SLCC work experience and what did you gain from them?

2. Were there any negative aspects related to your employment at the SLCC?

3. Do you have any suggestions for improving the SLCC work experience, relative to:
 - i. The workplace or work environment?

 - ii. Employee morale?

 - iii. Communication?

SAFETY

4. In your opinion, does the SLCC take adequate measures to ensure employee safety in the field, office, and laboratory?
 Yes No: If not, please elaborate.

SAFETY (continued)

5. Was adequate training provided for the safe completion of all of the duties that you were asked to perform?

Yes No: If not, please elaborate.

6. Did you ever witness or experience an accident while working with the SLCC?

Yes No: If yes, did you know the proper actions to take?

If not, do you think you would be prepared to take the proper actions, based on the training you received?

HARASSMENT

Harassment is defined as any unwelcome physical, visual or verbal conduct. Unwelcome sexual acts, comments or propositions are also harassment. Offensive attitudes, such as a condescending approach that undermines self-respect, leering or similar gestures, can all constitute harassment.

7. Are you aware of the DFO harassment policy?

Yes No

8. While working with the SLCC, have you ever witnessed or experienced harassment?

Yes No: If yes, please describe the incident and who was involved, either directly or as witnesses.

In your opinion, was appropriate action taken to prevent further incidents of harassing behavior by this individual, or individuals.

Yes No: If not, please elaborate.

REASON FOR DEPARTURE

9. Why are you leaving the Sea Lamprey Control Centre?

Returning to school End of casual contract End of term

10. Would you consider future employment with SLCC?

Yes No: If not, please elaborate.

Signature of employee (optional) _____ **Date** _____

Signature of interviewer _____ **Date** _____