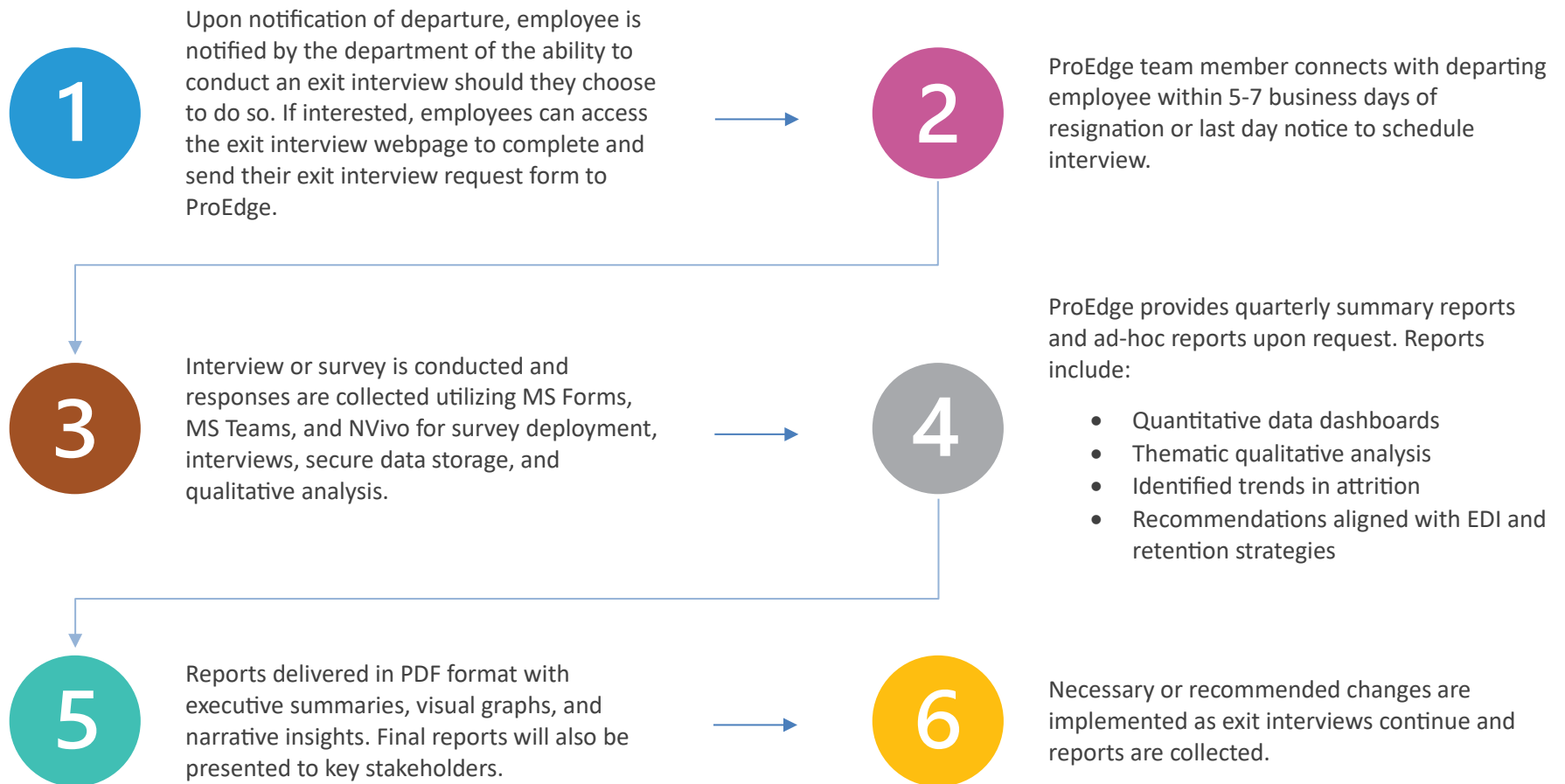




# EXIT INTERVIEW

## PROCESS DOCUMENTATION



## Sample Questions

Exit interview questions will be centred around the following categories:

1. General Information
2. Overall Experience
3. Workplace Safety, Respect, and Inclusion
4. Experiences with Racism, Bias and Discrimination
5. Representation, Advancement and Career Growth
6. Reasons for leaving
7. Recommendations and Final Reflections

## Technology Platform

ProEdge will utilize Microsoft Forms, Microsoft Teams, and NVivo. These platforms are compliant with Canadian privacy standards (e.g., ATIPPA). Features include:

- Secure, encrypted data storage in Canada
- Automated distribution and reminders
- Accessibility compliance
- Data export capability for integration into GNWT systems.

## Training in Exit Interviewing

ProEdge team has undertaken specialized training in:

- Data collection methods
- Trauma-informed interviewing
- Anti-racism and cultural competency training
- Ethics in human research and data collection (TCPS2)

Additional training topics and sessions will be conducted, with an Interviewers Training Guide currently finalized.

## Post-Interview Support

To support organizational learning and change, ProEdge offers:

- Follow-up consultations with HR or leadership on trends and red flags
- Optional debriefing sessions with employee managers or units if patterns of concern emerge
- Recommendations on workshops or trainings based on exit data findings (e.g., anti-racism, inclusive leadership).

## Reporting Schedule

Engagement Type	Frequency	Purpose
Project Kickoff Meeting	May 1, 2026	Confirm goals, scope, and initial plans
Collaborative Planning Session	Within first 2 weeks	Co-design interview tools and refine methodologies
Bi-weekly Progress Check-ins (internal)	Every 2 weeks (initial – first 3 months)	Align on milestones development, respond to challenges
Monthly Project Updates (internal)	Monthly	Summary of progress, any issues, and emerging observations
Quarterly Review Meetings (GNWT)	Quarterly	Present data reports, discuss trends, gather GNWT feedback
Optional Strategic Debriefs	As requested	In-depth exploration of key findings with GNWT leadership teams
Final Close-out Meeting	May 2028	Present final report, discuss outcomes, and transition planning