



Gujarat National Law University

## **GUJARAT NATIONAL LAW UNIVERSITY ADMINISTRATIVE DIRECTIVE GNLU/AD/07/10**

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### **Purpose**

The purpose of this administrative directive is to solicit information from terminating/resigning employees on their experience with GNLU.

### **Exit Interview Checklist**

Head of the Department will have to ensure following items before relieving any subordinate staff member from their services.

- 1) Tell the employee the purpose of the meeting. Although the reason for separation should be communicated, there is no need to go through a step-by-step analysis of the documentation supporting the reason for separation.
- 2) Advise that the decision is final and cannot be reversed.
- 3) Where appropriate, advise that alternative in-house positions were explored.
- 4) Emphasize that all relevant factors were reviewed.
- 5) If applicable, stress that everyone involved in management activities agreed to the decision.
- 6) Tell the employee the effective date of the separation.
- 7) Review with the employee a written summary of benefits. This summary should include, where applicable, severance pay, compensation for vacation and sick time, continuation of health and life insurance benefits, gratuity, provident fund, other benefits and re-employment assistance.
- 8) Have final paycheques ready. If the employee is to leave immediately, have any final cheques, benefits or vacation payments prepared and inform the employee how to collect his or her personal belongings.
- 9) Other options:
  - Provide the employee with a written summary of projects** to be transferred to ensure a smooth transition of work if the employee will remain as an active employee for a period of time.
  - Outline the next steps in the separation process**, such as the last day of work, return of GNLU ID, keys, etc.
- 10) End the interview by saying that the employee will be notified of any other matters that must be dealt with, such as PF, Gratuity etc.
- 11) Wish the employee good luck and express confidence in his or her future.
- 12) Stand, extend your hand and remain standing until the employee has left the meeting site.

### **Exit Interview Form**

Head of the Department will have to get filled Exit Interview Form from terminating/resigning employees before his/her date of separation.



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E-4, GIDC, Electronics Estate, Gandhinagar-382028

Ph: 079-2387157/8, Fax: 079-23287156, <http://www.gnlu.ac.in>

## EXIT INTERVIEW

Employee Name:	Position:
Department:	Supervisor:
Joining Date:	Last Date of service:
Your future contact details (mandatory):	

**Please use 1-5 score in rating your assessment  
1=Very Poor 2=Poor, 3= Good, 4=Very Good, 5=Excellent**

1. Why are you leaving GNLU?
2. What circumstances would have prevented your departure?
3. What did you like the most about your job?
4. What did you like the least about your job?
5. Your assessment of the supervisor: Rate 1-5
  - Was consistently fair ( )
  - Provided recognition ( )
  - Resolved complaints ( )
  - Was sensitive to employees' needs ( )
  - Provided feedback on performance ( )
  - Was receptive to open communication ( )
  - Followed GNLU's policies ( )
6. Your overall rating of the GNLU: Rate 1-5
  - Cooperation within your division/program ( )
  - Cooperation with other divisions ( )
  - Personal job training ( )
  - Equipment provided (materials, resources, facilities) ( )
  - GNLU's performance review system ( )
  - GNLU's new employee orientation program ( )
  - Rate of pay for your job ( )
  - Career development/Advancement opportunities ( )
  - Physical working conditions ( )

Comments: \_\_\_\_\_

7. Was the work you were doing approximately what you expected it would be? Yes / No

Comments: \_\_\_\_\_

8. Was your workload usually: Too heavy / About right / Too light

9. Your assessment of Employee benefits at the GNLU: Rate 1-5

- Paid holidays ( )
- Paid vacation ( )
- Medical plan ( )
- Dental plan ( )
- Vision plan ( )
- Flexible spending plans ( )
- Sick leave ( )
- Retirement plan ( )
- Educational assistance ( )

10. Would you recommend the GNLU to a friend as a good organization to work for?  
Most definitely / With reservations / No

11. What suggestions do you have to make GNLU a better place to work?:

**Special notes:**

1. We thank you for your candid and frank assessment.
2. You shall refrain from any use, disclosure or dissemination of confidential or sensitive information to which you have had access in the course of your assignment with the GNLU, except as explicitly authorised by the Director or his authorised representative, and take no action that may lead to such information being disclosed or exploited to the detriment of the GNLU or third party or any serving or past employees of the GNLU.
3. GNLU is committed to a culture of transparency, accountability and fairness in all its functioning. Nevertheless, employees often tend to ask or publish information which they should have asked and obtained during their tenure. Without prejudicing your rights to seek information under the RTI Act, please refrain from asking information which you should have sought during your tenure. Please ask any question or information eligible under the RTI Act before departing.
4. GNLU reserves a right to inform your future employer, should you fail to observe this request and may deny you the information which you should have sought during the tenure. Please note that the GNLU has the right to institute criminal measures or other sanctions against you under the applicable laws and regulations, should you breach any provision of the GNLU policies or guidelines or including written and verbal instructions on Confidentiality or Sensitive Information, the administrative directives or instructions which support that Policy. A breach of the above mentioned provisions or of the undertakings during or after your assignment with the GNLU may result in a penal prosecution or civil action which could result in severe penalties or liability for damages.

\_\_\_\_\_  
Director/Registrar

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Do you agree if this document is circulated to all staff?

Yes/No

Do you agree if this document is given to your future employer or used for future reference, if requested?

Yes/No