

Exit Interviews

EASA provides an exit interview service for all staff ceasing employment from an organisation. EASA's independence and the confidentiality of the process allow exiting staff to be candid and open during the interview. EASA consultants collect and collate the information and provide quarterly or monthly reports. If appropriate, suggestions to increase staff retention are provided.

CUSTOMISED SERVICE DELIVERY – DATA COLLECTION

All responses will be recorded on a database for statistical analysis. No staff names will be recorded on the database. A number of different methods will be used to collect the exit information from staff. They include:

1. Making an appointment with an EASA consultant for either a phone session, or a personal interview at the EASA offices.
2. Download a PDF version of the exit interview from the EASA website www.easa.org.au/support_easa/ and post to EASA.
3. Fill the questionnaire in online at www.easa.org.au/support_easa/
4. Request a copy of the questionnaire along with a self addressed stamped envelope to be posted to them.

RETROSPECTIVE INTERVIEWS

A letter will be posted to former employees with a copy of the questionnaire along with a stamped, self-addressed envelope. The option to fill the questionnaire in online or have a session with a consultant will also be made available to these ex-staff members.

REPORTING REQUIREMENTS

Quarterly or monthly reports will be provided to your organisation. Reports will include statistical analysis of the data as well as narrative analysis of additional information gathered during the process. Recommendations based on the analysis along with possible training or other options will be provided.

For more information please contact EASA on:

Phone: 8941 1752

Email: corp@corp.org.au

DARWIN HEAD OFFICE

P. (08) 8941 1752

F. (08) 8941 0746

E. [easadarwin@easa.org.au](mailto: easadarwin@easa.org.au)

Alice Springs

P. (08) 8953 4225

F. (08) 8953 6894

E. [easaalicesprings@easa.org.au](mailto: easaalicesprings@easa.org.au)

Katherine

P. (08) 8941 1752

F. (08) 8941 0746

Toll Free 1800 193 123 (NT ONLY)

www.easa.org.au