PROCEDURE NO. 5031

TITLE: EXIT INTERVIEWS

BASED ON POLICY: 5.03 CLEARANCE PROCESS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/HUMAN RESOURCES

I. Purpose:

To establish a system for conducting exit interviews with departing employees to obtain valuable information that can help the administration in future selection, training, and employee supervision.

II. Procedure:

The Human Resources Department shall conduct exit interviews in the following manner:

A. The interviews will always be voluntary.

B. The director, human resources or designee will conduct the interviews.

C. The interview will be conducted in a private setting where the employee can speak freely without being overheard.

D. A copy of the exit interview form shall be forwarded to appropriate supervisors.

E. Exit interviews will not be given to employees who are discharged.

HISTORY: Last Revised: 6/1/05

Adopted: 5/17/85
Reviewed: -
Revised: 2/6/02, 6/1/05