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 Office of Human Resources 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 Reviewed:  9/10/19

Adopted:  5/17/85  
Reviewed:  9/10/19  
Revised:  2/6/02, 6/1/05