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 in-person interviews.

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

   D. Individual may elect to not participate in an in-person interview but may complete the exit interview survey and give to the director, human resources or designee.

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

   F. Exit interviews will not be given to employees whose contracts have not been renewed or whose employment has been terminated for cause.

HISTORY: Last Revised: 10/6/20

Adopted: 5/17/85
Reviewed: 9/10/19
Revised: 2/6/02, 6/1/05, 10/6/20