

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

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