



Series 1200 Human Resources

Policy Name Employee Exit Interviews

Policy Number 1237

Origination Date 11/01/2013

Revision Date:

Regulation N/A

Attachment: Exit Interview Form

Policy: Every employee who leaves voluntarily must be invited to participate in an exit interview. As soon as the Human Resource Director is informed of the pending resignation, the employee should be contacted to arrange for an exit interview to be conducted at a mutually convenient time. At a minimum, the exit interview process should include the use of the approved, Communities Connected for Kids structured interview questionnaire.

Procedure:

1. If the departing employee cannot arrange for the exit interview in person, the process may be completed by phone, or through the use of an online survey process.
2. The employee shall be informed that information provided will be shared with the Chief Executive Officer and the employee's direct supervisor for use in the departing employee's direct supervisor's professional development, and workplace and program enhancement.

Approved: Carol DeLoach

Carol DeLoach, CEO

May 18, 2015