

## **Exit Interview Procedure: Year-Round Employees:**

Every year-round employee who leaves his/her position, either voluntarily or involuntarily, will be requested to attend an exit interview. Department heads will notify the HRBC when aware of an employee's pending departure.

The interview will be scheduled as close to the last day of employment as possible.

A member of the HRBC and the Appointing Authority will conduct the interview. The interview should attempt to gain specific examples of issues mentioned by employees.

The interview should focus on the following plus any additional appropriate topics:

1. Reason for exit from employment
2. Employees' view of the work environment – supervisors and colleagues
3. Employee's suggestions to improve the department
4. Employee's views of work process specific to his/her job and suggestions for improvement
5. Any comments the employee might wish to offer

A department head may conduct a separate exit interview.

A summation of the exit interview shall be written by the interviewer(s) and tendered to the Chairman of the HRB and the Appointing Authority. The Appointing Authority shall schedule a meeting to review the summation with the interviewers to determine if any further action is recommended and shall notate action or no need for action on the summation.