

Stark County Board of Developmental Disabilities

Policy 4.60 Exit Interview	Effective: 11/24/15
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EXIT INTERVIEW

POLICY

Obtaining feedback from departing employees about the Stark County Board of Developmental Disabilities and its' employment practices is viewed as a valuable process. The feedback may affirm and identify work practices as strengths and can provide a perspective on the Board's performance and employee satisfaction. Also, work practices may be identified which may require corrective measures for the future.

A departing employee is a source of important information to the organization in creating an awareness of the functional/dysfunctional policies and practices in the organization. A departing employee will tend to be less hesitant to air his/her views and be more candid about his/her assessment of the organization and its work environment

Exit interviews are structured and the Human Resources Department uses a standardized form to gather information so comparisons can be made.

Historical Resolution Information	Reviewer(s):
Date 9/15/12 10/24/15	Resolution Number 09-73-12 10-58-15
	Director of Human Resources

Stark County Board of Developmental Disabilities

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EXIT INTERVIEW

PROCEDURE

Upon notification of the employee's resignation or retirement, the Human Resources Department will contact the employee via telephone. The following steps will occur:

1. The Human Resources Representative will ask the exiting employee if they would like to schedule a time to go through the exit interview in person with the Personnel Officer or Director of Human Resources. If yes, the Human Resources Representative will schedule the exit interview.
2. If the employee is hesitant to meet in person, the Human Resources Representative will tell the exiting employee that an [exit interview questionnaire](#) will be sent via U.S. mail to the employee. The employee can complete the questionnaire and return it at their convenience. A return, stamped envelope will be included with the exit interview questionnaire.
3. In all cases, the Human Resources Representative will explain the purpose of the exit interview process to the exiting employee.
4. A copy of the completed exit interview will be submitted to the employee's Department Head and the Superintendent.
5. A copy of the completed exit interview will be maintained in the Human Resources Department.
6. Exit interview data reviews will be done quarterly to determine if any patterns, themes, and/or trends exist.
7. Suitable intervention for change will be discussed, proposed and implemented.

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