

County of Pulaski Exit Interview Policy

The purpose of this policy is to identify workplace, organizational or human resource factors that have contributed to an employee's decision to leave employment; to enable the County to identify trends requiring attention or any opportunities for improving the county's ability to respond to employee issues; and to allow the County to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.

This policy covers the procedures to be adopted when members of the county leave employment for whatever reason.

SCOPE:

This policy applies to all full time and part time employees including employees taking early retirement and voluntary severance. Exceptions include temporary or contract employees.

PROCEDURE:

It is the supervisor's responsibility to contact the human resource department upon the retirement, termination or severance of an employee's position. The designated human resource representative will contact the employee either via phone, e-mail or in writing inviting the employee to attend a face-to-face exit interview at a mutually convenient time. The exit interview must take place within three working days after the confirmed severance of employment date is determined from the employee.

The employee will be asked a standard set of questions and given a chance to discuss any concerns or provide information they feel would be beneficiary for the County and what they feel the county should know about their employment experience.

Upon the request of the employee, the exit interview form may also be sent via e-mail for the employee to complete rather than having to participate in a face-to-face setting as long as it is signed and returned within three business days.

Should the employee choose not to participate in either the face-to-face or e-mailed version of the exit interview process, he/she at a minimum will be required to complete Part III, Payroll Information, which must be provided to the payroll department by the human resource representative in order to process their final payout. Failure to return this form may result in delay of final payment.

VOLUNTARY PARTICIPATION AND CONFIDENTIALITY:

Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she will be encouraged to be honest, candid and constructive in their responses.

The information received through Exit Interviews will be confidential. No specific information that could possibly be tracked to the employee will be disseminated or discussed with other employees or with the employee's supervisor.

REPORTING:

The information will be analyzed by the Human Resources department to identify areas or determine trends that may need to be addressed. Periodically, Human Resources may share analysis data and make recommendations with designated members of the staff and the County Administrator.

The analysis and review will include:

- Appropriate statistical information regarding the number and distribution of employee departures during the preceding year and reasons employees have left;
- An analysis and discussion of any trends or common themes which are suggested by the exit interview feedback;
- A summary of any actions or interventions taken during the year on the basis of exit interview information; and
- Any actions the department feels are required in order to address any concerns or opportunities which are identified through exit interview feedback.