

### SECTION III – SPECIFIC EMPLOYEE POLICIES

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| <b>CATEGORY:</b> Performance Management          | <b>NUMBER:</b> 3.32 |
| <b>SUBJECT:</b> Exit Interviews                  | <b>PAGE:</b> 85     |
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#### **PURPOSE**

To solicit the views of personnel who are leaving the organization as part of the ongoing process of evaluating the organization.

#### **POLICY**

Upon receipt of written resignation or upon termination of employment, the employee will be offered the opportunity to have an exit interview with a third party provider.

#### **PROCEDURES**

1. Information obtained through this interview will be used as a means of further program development.
2. This interview will not become part of the individual's personnel record but will act as a measure of evaluation of the organization.
3. The employee may ask the Executive Director for an interview.