

PERSONNEL

CODE: 4015

ITEM: 9117

### **EXIT INTERVIEW POLICY**

Northeast Community College supports positive employment relationships and working environments. The College recognizes its employees as one of its most valuable resources. The exit interview is an important learning tool used to gather facts and information pertaining to the work experience. Data from the exit interview will be used to improve recruiting, placement, working conditions, and training practices which, in turn, will help reduce turnover, enhance supervision and identify problems on the job that may have factored into an employee's decision to separate. An exit interview also provides the opportunity to verify the reasons for leaving, respond to questions the employee may have concerning the separation process and give the employee the opportunity to discuss anything he/she feels significant to the experience. Exit interviews will be conducted in accordance with the Exit Interview Procedures.

Original Policy Date: 05/09/02 (Item #9117)