

EXIT INTERVIEW PROCEDURES

The Human Resources Office will arrange exit interviews to be conducted with all benefits-eligible staff who has submitted notification of their separation of employment with the College.

Exit interview participants will generally include the Director of Human Resources, the employee's supervisor or second level supervisor, and the employee's group president or vice president. In the event the Director of Human Resources is the supervisor, an alternate will be administratively determined.

The employee will have the opportunity to respond to items in the exit interview and provide other comments if desired. If the separating employee's circumstances make a person-to-person interview prohibitive, they will have the opportunity to provide information by completing an exit interview form or by telephone interview.

Results will be shared with the President and Vice Presidents in order to provide reinforcement and/or expansion of positive situations and improvement of negative situations. The College will strive to maintain the confidentiality and anonymity of the information received through exit interviews except on a need-to-know basis.

Under no circumstances will any person who in good faith makes a negative statement be subject to any form of retribution or retaliation. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to disciplinary action in accordance with the Positive Discipline Policy. A person who believes he/she has been or is being subjected to retribution or retaliation should immediately notify the Director of Human Resources or his/her designee.