



SECTION: HR
TOPIC: EXIT INT 01
GENERAL
FEBRUARY, 2007

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: EXIT INTERVIEWS

1. It is the policy of Dane County to provide exit interviews for employees leaving a department to enhance communication on unit activities, allow for meaningful suggestions and ensure the return of departmental property.
2. Appointment authorities shall encourage employees terminating his/her services with his/her department to have an exit interview.
3. Exit interviews may be conducted by the Employee Relations Division staff.
4. A completed Exit Interview Form may be completed by the Employee Relations Division staff member conducting the exit interviews.

END OF POLICY



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Forms Needed:
Exit Interview Form

RESPONSIBILITY

ACTION

- | | |
|-----------------------------|---|
| Employee Relations Division | 1. Establish and communicate policy and procedures for exit interview to ensure that employees are aware of an exit interview option with the Employee Relations Division. Include notice of the process in New Employee Packets. |
| Appointing Authority | 2. Ensure that line management offers all employees terminating from the department, the option of an exit interview with Employee Relations staff. |
| First Line Supervisor | 3. Notify employee of exit interview option. Request and receive all county property assigned to employee. |
| Employee | 4. May schedule a session with a member of Employee Relations by calling the Employee Relations Division. |
| Employee Relations Division | 5. Conduct the exit interview, follow structured Exit Interview Form and record answers on the form (optional). If necessary, take immediate action to notify the appointment authority or appropriate authority of findings. |
| | 6. Complete Exit Interview Forms are maintained by the Employee Relations Division. |
| Appointing Authority | 7. If appropriate, upon receipt of positive/negative comments gained during interviews, follow-up with line staff to investigate problems or pass on favorable comments. |

END OF PROCEDURE