



Exit Interview			
CITY OF APPLETON POLICY		SECTION:	Human Resources
ISSUE DATE:	August 2001	LAST UPDATE:	
POLICY SOURCE:	Human Resources Department		
POLICY AUDIENCE:	All Regular FT & PT employees		

I. PURPOSE

The exit interview shall be used to gain insight into the effectiveness of City resources and managerial practices, to determine where Human Resources policies and procedures are in need of review or revision, and to determine where supervisory or managerial practices need modification or improvement.

II. POLICY

The Human Resources Department shall initiate either a written or personal exit interview for all regular full-time and part-time employees who retire or voluntarily terminate their employment with the City.

III. DISCUSSION

Information gathered from the exit interview process may be shared with the applicable supervisor, Department Head, and Human Resources staff.

IV. PROCEDURE

A. An exit interview shall be conducted when possible regardless of length of service, or position:

(1) Department Heads shall notify the Human Resources Director or designee as soon as they learn that one of their employees is leaving. Human Resources staff shall then schedule a time and place for the exit interview, which shall normally take place prior to the employee's last workday.

(2) The Human Resources Director or designee shall analyze the results of each exit interview.

(3) If a face-to-face interview is not possible or preferred by the employee, Human Resources shall send an exit interview form to the employee with a return envelope to be returned to the Human Resources Department.

(4) All exit interview notes will be kept in the former employee's personnel file.

CITY OF APPLETON

EMPLOYEE'S EXIT INTERVIEW

QUESTIONNAIRE

NAME OF EMPLOYEE: _____

JOB TITLE: _____ DEPARTMENT: _____

LENGTH OF SERVICE: _____ SEPARATION DATE: _____

1. Why have you decided to leave your present position? If not retiring, what prompted your interest in seeking out new employment?

2. a. What did you find most satisfying about your job?

b. What did you find least satisfying about your job?

3. How do you feel about your current workload?

4. Did you have clear goals and know what was expected of you in your job?

5. Describe:

a. The positive traits of your supervisor.

~~b. — The traits he/she could improve on as a supervisor.~~

~~6. — Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing?~~

~~7. — Did you feel free to go to your supervisor or manager to discuss problems about your job? Could you go up the chain of command if needed?~~

~~8. — How do you feel about the level of communication in your department (i.e. were you kept informed)?~~

~~9. — Were you satisfied with your compensation (fringe benefits, pay, etc.)? What suggestions would you have to improve our compensation system?~~

~~10. — Did you feel satisfied with your career progress while employed?~~

~~11. — What suggestions do you have for improving: a) your position; b) your department as a whole?~~

~~12. — Is there anything the Human Resources Department can do to provide better service to you as an employee?~~

~~13. — What suggestions do you have to help us find your replacement?~~

~~14. — What three things could your successor most benefit from by knowing up front?~~

~~15. — Any other comments or observations you would like to make.~~

~~INTERVIEWED BY _____ DATE _____~~

~~GENERAL COMMENTS OR OBSERVATIONS:~~