

CITY OF APPLETON PERSONNEL POLICIES		TITLE: EXIT INTERVIEW
ISSUE DATE: August 16, 2001	LAST UPDATE:	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All Regular FT & PT employees	TOTAL PAGES: 1
Reviewed by Attorney's Office Date: May 2007 September 2011	Committee Approval Date: August 7, 2001 June 27, 2007 December 12, 2011	Council Approval Date: August 15, 2001 July 5, 2007 December 21, 2011

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 ~~and if applicable, schedule a hearing test~~, 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.

Commented [JR1]: This is scheduled by the Supervisor and is a separate process from the exit interview. The reminder to schedule the exit hearing test is on the Supervisor Termination Checklist.