

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7396.0

FOR POLICY NUMBER: BP – N/A

EXIT INTERVIEWS

1. PROCEDURE SUMMARY STATEMENT

To establish exit interviews.

2. DEFINITIONS

N/A

3. PROCEDURE

- 3.1 The Human Resources Office will arrange exit interviews to be conducted for all employees who have submitted notification of their separation of employment with the College.
- 3.2 Exit interview participants will receive a link to an electronic exit interview survey and an invitation to participate in a face-to-face meeting with any member of the Human Resources department if it is their preference.
- 3.3 The employee will have the opportunity to respond to items in the exit interview and provide other comments if desired.
- 3.4 The Associate Vice President of Human Resources will review the exit interviews.
- 3.5 Results will be shared regularly 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.
- 3.6 A person who in good faith completes an exit interview will not be subjected to any form of retribution or retaliation. A person who believes he/she has been or is being subjected to retribution or retaliation should immediately notify the Associate Vice President of Human Resources or his/her designee. 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 (BP-7322).
- 3.7 Exit interview information is not added to the exiting employee's personnel file to encourage transparency and valuable feedback. The exit interview is completed by the exiting employee at the College's request and for the benefit of the College.

4. APPLICABILITY

N/A

ISSUE DATE: 01/24/2018

EFFECTIVE DATE: 01/24/2018

REVISION DATE(S): 05/09/2002 (item #9117); 09/01/2014; 01/24/2018

PRIOR POLICY/PROCEDURE NUMBER: 4015.a; AP-7335.0

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP-7322.0

PROCEDURE KEY WORDS: exit interviews