

# **COUNTY OF ERIE PERSONNEL POLICIES & PROCEDURES**

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**SUBJECT:** EXIT INTERVIEW PROGRAM

**DISTRIBUTION:** ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

**FROM:** PETER J. CALLAN, DIRECTOR OF PERSONNEL

**EFFECTIVE DATE:** APRIL 1, 2002

**POLICY NUMBER:** 37

## **PURPOSE**

The County's exit interview program is designed to provide information vital to preserving and promoting positive work environments. The program provides feedback to the County from separating employees, promotes an orderly transition in the work unit, and gives exiting employees an opportunity to voice concerns and make suggestions.

## **COVERED EMPLOYEES**

All employees terminating from County employment.

## **PROCEDURE**

The Department Director or his designee representative will schedule employee exit interviews.

Upon notification of the employee's separation, the employee will be given an Exit Interview Questionnaire by the Department Director or his designee to complete prior to their scheduled Exit Interview.

All information gathered at the Exit Interview is confidential and only disseminated to those who need to know. A copy of the completed Employee Exit Interview Questionnaire and the Departmental Exit Interview Report will be forwarded to the Personnel Department for review for purposes of identifying trends causing dissatisfaction requiring corrective action.

The exiting employee may have another employee or union representative present at the interview.

## **DOCUMENTS**

Exit Interview Questionnaire  
Exit Interview: How and Why