

EXIT INTERVIEWS

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

EFFECTIVE DATE:8/1/2012

I. POLICY STATEMENT

In an effort to ensure that the off-boarding process of employees separating from the University is completed timely, accurately, and in the most efficient manner, all employees are encouraged to complete an exit interview with the Office of Human Resources prior to their last day of employment. The exit interviews for voluntary terminations are conducted by the Benefits Department of Human Resources. The exit interviews for involuntary separations are conducted by the Employee Relations Department of Human Resources.

Letters of resignation should be submitted to the separating employee's supervisor/department at least one (1) pay period prior to his or her last day of employment.

II. ENTITIES AFFECTED

Describe the positions, units, departments, groups of people, or other constituencies to which the policy applies or has a material effect.

Staff

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	