

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Human Resources</b>		
<b>Title:</b>	<b>Exit Interview Procedure</b>		
<b>Policy:</b> <input type="checkbox"/> <b>Procedure:</b> <input checked="" type="checkbox"/> <b>Page:</b> 1 of 2	<b>Review Cycle:</b> Biennial  <b>Author:</b> Deputy Director	<b>Adopted Date:</b> 05.01.2016  <b>Review Date:</b> 07.01.2025	<b>Related Policies:</b> Personnel Manual Separation Policy

**Purpose:** The intent of this Exit Interview Procedure is to ensure that any exiting employee is informed of his/her rights and benefits and that accurate records regarding termination of employment are collected and maintained.

**Procedure:**

Upon an employee's announcement of his/her intent to resign, the Supervisor shall notify the Deputy Director and the Chief Executive Officer (CEO). The Deputy Director, or designee shall contact the employee and notify them that a voluntary exit interview is requested. If the employee agrees, the Deputy Director, or designee will schedule an exit interview for the employee as close as possible to the last day worked and will notify the employee that completion of the Exit Interview Form, also voluntary, is requested prior to the exit interview with the intent to review and discuss during the exit interview

If the employee reports directly to the Deputy Director, then the CEO will conduct the interview.

In the event that a decision has been made to terminate an employee, the employee shall meet with the Deputy Director or his/her designee for an exit interview as soon as possible, or as deemed appropriate.

Throughout the duration of the exit interview, the Deputy Director, or his/her designee, shall seek to meet all objectives listed within the Exit Interview Policy.

The Deputy Director, or designee will send the departing employee the [Exit Interview Form](#) to complete as thoroughly as possible and send back to the Deputy Director prior to the exit interview with the intent to review and discuss during the exit interview, noting however that the exit interview is voluntary and completion of the form is optional

Any information obtained during the exit interview may be disclosed to and/or discussed with the employee's supervisor, director and/or chief, as deemed necessary, in order to investigate any allegation(s) made, to inform them of any emerging problem(s), and to convey any compliments, gratitude, or other sentiments.

**Applies to**

- ☒ All Mid-State Health Network Staff  
☐ Selected MSHN Staff, as follows:  
☐ MSHN CMHSP Participants: ☐ Policy Only    ☐ Policy and Procedure  
☐ Other: Sub-contract Providers

**Definitions**

CEO: Chief Executive Officer

MSHN: Mid-State Health Network

**Other Related Materials**

Exit Interview Questions

**References/Legal Authority****Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
4.2016	New Procedure	Deputy Director
7.2017	Annual Review	Deputy Director
05.2018	Annual Review	Deputy Director
05.2019	Annual Review	Deputy Director
02.2021	Biennial Review	Deputy Director
02.2023	Biennial Review	Deputy Director
03.2025	Biennial Review	Deputy Director