



## **POLICIES AND PROCEDURES**

**Subject: Exit Interview**

**Policy No. 6**

**Pages: 6**

**Date: February 19, 2009**

**Approved by:** Maria M. Houser, Associate Vice President for Human Res and Labor Relations

**Signature:**

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### **Policy**

Southern Connecticut State University will constantly strive to improve its Human Resources practices and make the University a better place to work. To that end, the University's Human Resources Office will seek to have the comments of outgoing employees through an exit interview. Human Resources will arrange an appropriate time to meet and discuss the "Exit Interview Form" with the departing staff member. During the exit interview, Human Resources will have the opportunity to explain courses of action on continued benefits coverage, eligibility for unemployment benefits, payments for vacation benefits, options under the State Retirement System, ING and/or State Teacher's Retirement plan.

The information employees provide during the exit interview will be summarized and reported to Human Resources administration as needed. Answers will be kept confidential and will not be placed in the employee personnel file.

### **Procedure**

To the extent possible, Human Resources will interview all employees who are leaving the employ of Southern Connecticut State University. The purpose of the exit interview is to:

- provide a means by which the University may identify workplace, organizational or human resources factors which may have contributed to an employee's decision to leave employment at SCSU or from a given department or faculty, with a view of identifying any trends requiring attention or any opportunities for improving the University's ability to respond to employee issues, and to retain staff.
- identify any issues that could prove problematic after the employee has left (e.g. a constructive dismissal claim), and how these could possibly be remedied in order to improve management practices and policies,

- obtain appropriate information for potential unemployment claims,
- inform the employee of terms and conditions of employment affected by the separation (re-employment rights; health coverage, retirement, etc.).
- foster good public relations by collecting information that might be constructive to develop the University's positive image, correcting misinformation and modifying negative attitudes.
- help monitor recruitment effectiveness, reduce unsatisfactory turnover and identify any other specific problem(s),

Ideally, an exit interview should be carried out whenever a permanent employee leaves the University for any reason. It is a candid discussion with the employee by encouraging them to be honest in raising any pertinent issues before they leave, otherwise it may be seen as a token exercise. Human Resources is responsible for conducting the interview and usually takes place on the last day of employment.

### **Conducting the Exit Interview**

To encourage an open and honest discussion:

- the interview should be informal,
- it should be seen as a positive, information gathering practice,
- it should be in a room free from disruption,
- the employee should be assured that any issue(s) raised will be treated confidentially,
- ask standard questions - probe for further information or ask for examples to justify any comments made,
- the completed form should be signed at the end of the meeting to confirm the comments recorded are true and accurate.

### **After the Exit Interview**

- The interviewer completes the section at the bottom of the form noting any issues or concerns identified in the interview and any follow-up action that needs to be taken. These could be points that others should be aware of or issues that may require some form of remedial action.
- If any sensitive issues are raised, please ensure that any documentation noting these are treated with strict confidence and that employee anonymity is assured.

### **Authority**

The Associate Vice President of Human Resources and Labor Relations is responsible to the President of the University for the administration of this policy.

## **Exceptions**

Any exceptions to this policy shall require prior written approval from the Associate Vice President of Human Resources and Labor Relations or designee.

## **Actions Required**

- Employee completes “Exit Interview Form” with Human Resources and signs the Exit Interview Acknowledgement form.
- Final time sheets turned in to supervisor.
- H. R. notifies I.T. to deactivate computer, security access and E-mail account.
- H. R. completes the appropriate personnel form (found on the K drive) to inform CORE-CT and Payroll including other H. R. staff that the employee has separated from the University.
- H. R. completes the COBRA Forms to continue health benefits when applicable.
- H. R. must immediately call Employee Separation Reporting Unit (UC-Express) at 1-800-366-6690.
- Employee receives a copy of the Ethics Guide to the Code of Ethics.
- Issue “Pink Slip” if appropriate.
- Complete “Refund of Retirement Contributions” form.
- Provide a “Vested Rights Retirement Application” if needed.
- Employee returns all University assets (complete “Employee Exit Checklist and Property Collection” form below).

**Special Note: If the termination is involuntary, the supervisor and/or Human Resources may notify University Police and any other appropriate departments depending on the circumstances of the termination.**

# SOUTHERN CONNECTICUT STATE UNIVERSITY

## EMPLOYEE EXIT CHECKLIST AND PROPERTY COLLECTION

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### Computer Equipment

- University software
- Laptop computer
- Peripherals (calculators/digital cameras)

### Identification

- Hoot Loot ID card
- Parking pass

### Communications Equipment

- Cellular phone
- Pager
- Two-way radios (police/maintenance)

### Keys

- Office/Building/Classrooms
- Desk/Filing or Storage cabinets/Lockers
- Vehicle/Keys

### Uniforms

- (List reclamation of uniforms and equipment)

### Tools

- (List tools and equipment returned)

### Any other University related property

- (List here)

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Signature of person completing this form

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Date

# SOUTHERN CONNECTICUT STATE UNIVERSITY

## EMPLOYEE EXIT INTERVIEW FORM HR Form Revised 05/09

EMPLOYEE NAME (PLEASE PRINT)	DEPARTMENT/LOCATION	SEPARATION DATE
FORWARDING ADDRESS (if appropriate)	EMPLOYEE JOB TITLE	EMPLOYEE ID
STREET	CITY	ZIP
TELEPHONE NUMBER		

**What was your primary reason for leaving the University?**

Voluntary (W/ proper notice)   
  Voluntary (W/O proper notice "Not in Good Standing")   
  Retirement   
  Personal Reasons   
  Continue Education

End of Contract   
  Family Needs/Responsibilities   
  Termination   
  Failed WTP   
  Other

To Accept Other Employment (Please indicate your main reason for accepting other employment.)

Promotion/Career Advancement   
  Distance To/From Work   
  Work Schedule

Better Benefits   
  Better Pay   
  Career Change

**Date of Last Check:** \_\_\_\_\_ To be mailed? Yes\_\_ No\_\_ Ee to pick up check in Payroll\_\_\_\_\_

**Retirement Contributions/ Early Retirement:**

**Tier I or Tier IIA** (Circle one) Withdrawing contributions? ( ) Yes ( ) No

**Tier I >>> Vested rights?** (Must have at least 10 but less than 25 years of service on the first of any month on or after your 55th birthday.) ( ) Yes ( ) No

**Tier II (Nothing to withdraw) or Tier IIA >>> Vested rights?** (Both Tier II and Tier IIA must have at least 5 years of actual service on or after your 65<sup>th</sup> birthday or 10 years of vesting service on or after your 55th birthday.) ( ) Yes ( ) No

**Why did you come to work for the University?**

\_\_\_\_\_

\_\_\_\_\_

(If more space is needed please use the back of this form)

**What did you like most about your employment experience at the University?**

\_\_\_\_\_

\_\_\_\_\_

**What did you like least about your employment experience at the University?**

\_\_\_\_\_

\_\_\_\_\_

**Please Complete the Following**

	<u>Strongly Agree</u>	<u>Agree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
I had a good working relationship with co-workers.	4	3	2	1
I had a good working relationship with my supervisor.	4	3	2	1
Training or job development met expectations.	4	3	2	1
Work Assignments were distributed evenly.	4	3	2	1
I had a clear understanding of my job duties.	4	3	2	1
Working conditions met expectations.	4	3	2	1
The pay was fair for the amount of work required.	4	3	2	1
The Benefits were competitive.	4	3	2	1
My work schedule met my needs.	4	3	2	1
Overall, I was satisfied with my job.	4	3	2	1

**Please feel free to comment on any of the areas you have just rated.** (Write on the back if additional space is needed)

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**What other comments would you like to make?**

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

If mailing this form please address to:

**SCSU  
H. R. Division  
Wintergreen Building  
501 Crescent Street,  
New Haven, CT 06515**

HR Form Revised 05/09