



## HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Separation

Subject: Exit Questionnaire and Interview

Applies To: All Faculty and Staff members

Sources:

Number: 2630

Issued: 7/2008

Revised: 2/24/2011

Page(s): 1 of 2

### **Purpose**

To establish a process for obtaining employee feedback for analysis aimed at improving the operations and work environment of the institution. Regular data collection, and subsequent analysis, from across all institutions will aid in identifying system-wide trends and patterns which may not be apparent in each individual institution.

### **Policy**

All employees leaving the employment of the University System of Georgia (whether voluntarily or involuntarily) must complete the following:

- A) Exit Questionnaire
- B) Exit Interview

The intent of the interview is to gain perspective and information on the employment experience at the institution and throughout the USG as well as the employee's decision for leaving the University System of Georgia. Particular attention will be paid to those factors which were viewed as sources of satisfaction/dissatisfaction, as well as what was attractive about the alternative employment opportunity (in instances where an employee is leaving to accept other employment).

Data collected from exit interviews will be used in assessing employee mobility, perceptions of academic programs and administration, and ways in which the USG can improve its ability to recruit and retain high quality employees.

## **Definitions**

**Exit interviews** - take place between a terminating employee and a surveyor, either in person or by phone. The exit questionnaire guides the survey. Contact Employee Records within Human Resources at 478-5529 to set your Exit Interview.

**Exit survey data** - questionnaire information used to generate summaries of information for analysis and planning purposes.

**Exit questionnaire** - is a form used to gather information from terminating employees. This questionnaire is electronic and responses are anonymous.

**Aggregate data** - describes high-level data that is composed of a multitude or combination of other more individual data.

## **Procedures**

As part of the exit interview process, departing employees will complete an exit questionnaire which, at a minimum, includes the first five questions of the form which accompanies this policy.

On a bi-annual basis aggregate data will be sent to the USG for system wide and trend identification.

Institutions have the option of collecting information through a survey, online process or face to face interview with HR.