

## EXIT INTERVIEW PROGRAM

---

### 1. GENERAL

- a. All regular full-time and part-time staff employees separating from employment at Wake Forest University are expected to complete a questionnaire and attend an exit interview with a member of the Employee Relations staff.
- b. The exit interview program is designed to provide feedback to the University from separating employees, as well as to give separating employees an opportunity to voice concerns and make suggestions.
- c. Important benefits and policy information is provided during the exit interview including information about retirement accounts, continuation of insurance benefits (COBRA), unemployment insurance procedures, and the employee's final paycheck.

### 2. PROCEDURES

- a. The employing department or office is responsible for notifying the Human Resources Department (Employee Relations) when a staff employee will be separating from employment.
- b. When notified of an employee's scheduled separation, the Employee Relations Specialist contacts the employee and schedules an exit interview at a time convenient for the employee, normally at a time within the employee's last two or three days of work.
- c. Prior to meeting with an Employee Relations Representative, the separating employee is given an [Exit Interview](#) questionnaire to complete. The separating employee is to bring the completed questionnaire to the exit interview.

### 3. CONFIDENTIALITY

- a. The results of all exit interview questionnaires are compiled in a quarterly management report, wherein employees are not identified.
- b. If an employee agrees that exit interview information may be reviewed by others, a copy of the completed questionnaire will be sent to the appropriate department or office head.
- c. In situations suggesting a violation of University policy or similar concerns, the Director of Human Resources will follow-up with the appropriate department or office head.

*Drafted by the Director of Human Resources, February 21, 2003*

*Approved by the President, February 25, 2003*