OFFICE OF HUMAN RESOURCES (OHR)
1650 Bedford Avenue, Brooklyn, New York 11225
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Exit Interview Policies & Procedures

Effective: 1 September 2003 **Approved By: VP** Fontaine Davis

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1.0 PURPOSE

To ensure where possible all employees leaving the College are afforded an opportunity to share constructive feedback on their work experience at the College. The feedback used will identify areas requiring enhancement to improve the institution while making it more competitive and appealing for recruitment and retention of high caliber employees.

SCOPE

This policy applies to all College locations, programs, and all full-time and part-time employees.

RESPONSIBILITY

The interpretation and administration of this policy shall be the responsibility of the Office of Human Resources.

2.0 POLICY

Medgar Evers College considers our staff to be its most valuable resource, and extends the courtesy of a final interview to each employee with a representative from the Office of Human Resources to whom this responsibility is given.

3.0 PROCEDURE

3.1 The Supervisor of the employee contacts the Office of Human Resources to inform them of a pending separation allowing time to initiate the termination process.

Supervisors must submit a Personnel Action Form (PAF) for all separations. In the event the separation is a resignation, Supervisors must also submit a dated and signed letter of resignation. The PAF (s) including the original copy of the resignation, in the event the separation is a resignation, is forwarded to Office of Human Resources, otherwise the separation will not be consider valid.

3.2 Upon notification, the Office of Human Resources contacts the departing employee to schedule an exit interview. The Human Resources Representative informs the departing employee this interview is for information-gathering purposes and confidential but not compulsory.

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3.3 Should the employee decline or not show-up for an exit interview, the Office of Human Resources will advise the Department that an exit interview will not take place.

3.4 The exit interview, conducted by the Human Resources Director or designated staff member, is to be held:

- In the event of termination the exit interview is conducted on the day of discharge. Following to the interview, the employee will not return to work; therefore, the time of the interview is to be set accordingly; or
- In the event of a voluntary resignation or retirement, the exit interview must take place two to three days prior to the separation date.

3.5 The chairperson or department designee notifies the Provost or Vice President responsible for designated area and request permission to backfill the anticipated position vacancy. Upon approval, initiate a ***Position Requisition Form*** for the incumbent. Forward forms to the Office of Human Resources to begin the recruitment process.

The aforementioned policy and procedure is a guideline to ensure a smooth transition for separating employees and the operating unit to maintain continued departmental productivity and efficiency.