

CITY OF MATHIS

POLICY ON EXIT INTERVIEWS

Purpose:

To ensure that exiting employees are informed of their benefits and rights and to maintain accurate records on reasons for termination of employment.

Policy:

It is the policy of the City of Mathis to ensure that any employee whose employment is being terminated (voluntarily or involuntarily) receives an exit interview. The exit interview shall be held at the time of the employee's discharge. The interview will be conducted by the City Manager or his designee. The objectives of the exit interview are as follows:

- ❖ To determine the actual reason for an employee's resignation;
- ❖ To discover any grievances the employee may have about the department in order that corrective action(s) may be undertaken;
- ❖ To discover any misunderstandings the employee may have had about his/her job, or with his/her supervisor(s) in order that corrective action(s) may be undertaken;
- ❖ To retain the goodwill of the employee toward the City of Mathis;
- ❖ To review administrative details with the employee such as benefits continuation rights and conversion privileges, if any, final pay, re-employment policy, and employment compensation; and
- ❖ To arrange for the return of any City of Mathis property which has not already been returned to the department supervisor.

Procedure:

1. When an employee announces his/her intention to resign, the supervisor/department head should schedule an exit interview for the employee with the City Manager or his designee as soon as possible.
2. When a decision has been made to terminate an employee, the employee should meet with the City Manager or his designee for an exit interview as soon as possible, as appropriate.
3. During the exit interview, the City Manager or his designee will seek to meet all objectives listed in this Exit Interview Policy statement.
4. The departing employee will complete the Exit Interview Form as thoroughly as possible.
5. Any information obtained during the exit interview may be disclosed to (and/or discussed with) the supervisor, the Department Head, and the City Manager in order to investigate any allegation(s) made and/or to be made aware of emerging problem(s). The Department Head and the supervisor may make recommendations to the City Manager for corrective action based on the information contained in the exit interview.

EXIT INTERVIEW FORM

Employee's Name: _____ Job Title: _____

Department: _____ Employed From _____ To _____

Reason for Leaving: Resignation _____ Discharge _____ Layoff _____ Other _____

Have you accepted another position? Yes ____ No ____ If yes, where? _____

Present Title: _____ New Title: _____

Present Salary: _____ New Salary: _____ Additional Fringe Benefits offered by new employer: _

1. How long ago did you begin searching for another position? _____ What incident or circumstance(s) made you begin looking for another job? _____

2. What were the reasons you decided your career goals could not be met here or could be better met somewhere else? _____

3. Did you speak with your supervisor or anyone else in management or the Administration Office concerning your career goals? Yes ____ No ____
4. If the answer to 3 above was Yes, what was the outcome of this conversation? _____

5. If the answer to 3 above was No, why not? _____

6. Did you get along well with your supervisor? Yes ____ No ____ If No, please explain: _____

7. How well did your supervisor handle any complaints or grievances you may have had? _____

8. What could have been done to make your job here more rewarding? _____

9. What did you like best about your job? _____

10. What did you dislike about your job? _____

11. What makes the City of Mathis a good place to work? _____

12. What makes the City of Mathis a poor place to work? _____

13. How does your new position compare with the one you are leaving? _____

14. How would you rate the following:

- Job responsibilities?
 - Outstanding Very Good Satisfactory Fair Unsatisfactory
- Opportunity for achieving goals?
 - Outstanding Very Good Satisfactory Fair Unsatisfactory
- Work environment?
 - Outstanding Very Good Satisfactory Fair Unsatisfactory
- Supervisor?
 - Outstanding Very Good Satisfactory Fair Unsatisfactory
- Pay?
 - Outstanding Very Good Satisfactory Fair Unsatisfactory
- Benefits?
 - Outstanding Very Good Satisfactory Fair Unsatisfactory

15. What recommendations would you have for making your department and/or the City a better place to work? _____

16. Would you have stayed if a more-satisfactory arrangement could have been worked out? Yes _____ No _____ If yes, explain: _____

17. It has been explained to me that completion of this Exit Interview form is voluntary and I was given the option not to complete this form if I so desired. Yes _____ No _____

18. I authorize the placement of this Exit Interview form in my personnel file: Yes _____ No _____

Employee Signature: _____

Date: _____