

3357:13-16-33 Employment Exit Interview

- (A) Each department must notify Human Resources immediately upon ascertaining that an employee is terminating employment. The terminating employee shall initially notify their supervisor in writing, preferably with a 2-week minimum notice.
- (B) Human Resources will ask the employee to complete an exit interview questionnaire prior to their last day of work. If an employee chooses to participate in the exit interview, he/she is encouraged to be honest, candid and constructive in their responses.
- (C) Participation in the exit interview process enables the College to elicit valuable information regarding the experience of employees who are leaving the organization. Completed exit interviews will be sent to and reviewed by the employee's supervisor, division vice-president and the president in order to address any issues of concern.
- (D) NC State College will use information obtained from exit interviews to help achieve its vision by ensuring the College maintains a diverse workforce and improves its ability to attract and retain the most qualified faculty and staff.
- (E) Employees must return all College property, including keys, parking tag, computer, cell phone, etc., to the Human Resource Office prior to exiting.

Effective: October 25, 2005

Next Review: August 1, 2025

Review Dates: 10/25/2005, 8/31/20