

3357:13-16-33 Termination of Employment Exit Interview

- (A) When an employee terminates employment, he/she must notify the Human Resource Office in writing and schedule an exit interview. The employee will be asked to complete an exit interview questionnaire. The purpose of the interview is to assess the employee=s attitude toward the College, the supervisor, and the job in order to obtain suggestions for improvement.

- (B) Employees must return all College keys, gate card, and parking tag to the Human Resource Office during the exit interview.

Effective: October 25, 2005

Expires: October 1, 2010

Review Dates: 10/25/2005,