

Policy Title	Exit Interview	Effective Date:	4/20/2015
Policy #	3.1		
Functional Area	Employee Relations	Revised Date(s)	
Policy	Exit Interview Questionnaire		
Statement	<p>The Exit Interview Questionnaire serves as another means to gather information about the Eastern Michigan University (EMU) work experience and will allow University Human Resources (UHR) to analyze trends, identify common themes, and appropriately address concerns. Ultimately, UHR’s goal is to increase the likelihood of retaining top talent and continue making EMU an employer of choice. UHR will collect the information from the survey and will study and analyze the data monthly via an internal committee.</p> <p>The committee will provide the information to the Human Resources Business Partners who will ideally meet with division heads with detailed reports on a quarterly basis.</p>		
Philosophy	<p>EMU is committed to providing a positive work experience for all its employees. The Exit Interview Questionnaire is important for departing employees to complete. EMU wants to determine the reason(s) for employees’ departures and the experiences had while employed – both positive and negative.</p>		
Procedures	<p>When an employee tenders his/her resignation or retires from the University, the supervisor notifies the employee regarding the importance of completing the Exit Interview Questionnaire. At this time, the Questionnaire is used only for regular staff and Faculty employees who are separating from the University. Whenever possible, the employee should complete the survey prior to his/her last day of service. This will assist in ensuring the greatest response rate. Employees should be informed that the Exit Interview Questionnaire is completely confidential; the Questionnaire is not connected to an employee in any way. However, a section in the Questionnaire is provided for employees that wish to identify themselves.</p> <p>An exit interview is important for both the University and its employees. It gives departing employees the opportunity to share their experience of working at EMU. This information will provide the University with insight into employee work life trends. Most employees will participate by just submitting an Exit Interview Questionnaire via link on Employee Relations website. An additional option is for the employee to meet with the HR Generalist or other HR team member (in his/her absence) to discuss their experience further.</p> <p>To initiate the Exit Interview process, the departing employee’s supervisor will complete a Personnel Action Form (PAF). Within one business day of receipt of the PAF, an HR representative will email the Exit Interview Questionnaire to the departing employee’s EMU email address for completion. If the employee does not have an EMU email address, the HR representative will send the questionnaire to</p>		

	<p>the employee's last known address of record. The employee will be given the option of returning the completed Questionnaire to the HR Generalist via email, fax or mail.</p> <p>The HR Generalist will review the Questionnaires on a monthly basis and report the information to the Director, Employee Relations and Policy. This information will be shared with UHR Cabinet Directors. Completed Questionnaires may be kept on file but not in employee's personnel file.</p>
Responsibility	Director, Employee Relations and Policy