



Health Services
LOS ANGELES COUNTY

POLICIES AND PROCEDURES

SUBJECT: EXIT INTERVIEW

POLICY NO: 727.010

PURPOSE:

An exit interview with an outgoing employee is our opportunity to obtain information about what our organization is doing well, what our organization needs to do to improve, and to increase employee retention. Exit interviews shall be conducted for all Department of Health Services (DHS) employees upon separating from the department.

POLICY:

All employees who separate from DHS (promotions, transfers, retirement, layoffs, resignation, whether voluntary or involuntary) will be asked to complete an exit interview questionnaire during their sign-out process.

The exit interview questionnaire will consist of questions covering areas such as the work environment, work assignments, and personal and career development opportunities. The exit interview questionnaire is completely voluntary and all responses will be kept confidential. The exit interview questionnaire will not be included as part of the employee's official personnel record.

An employee who wishes to have a personal exit interview will also be asked to complete the written exit interview questionnaire. An employee may request a personal exit interview by contacting their local Human Resources Office. Based on the results of the exit interview questionnaire, the Facility Human Resources Manager may contact a former employee to arrange for a personal exit interview.

APPROVED BY:
REVIEW
DATES:

EFFECTIVE DATE: March 1, 2009

SUPERSEDES: