**The following outlines the process for an employee exiting employment with the Department of Administration.**

1. When a resignation or transfer is confirmed by an employee, the manager of the section should start the exit process.
   1. Guidance for the **Checklist for Exiting Employee**
      1. The Human Resources Coordinator emails the form to the section manager when notified of an exiting employee.
      2. The form provides steps for:
         1. As soon as the notification is received
         2. Prior to the final day
         3. On the final day in the Division
   2. The Checklist is to be completed by the manager verifying that all Division assets are returned by the final day worked.
   3. The completed Checklist is to be signed and turned in to the HR Coordinator at the end of the process.
      * 1. The Checklist is to include documentation of assets returned.
        2. The Checklist is signed by the manager indicating completion of the process.
        3. The Checklist is to be turned in to HR Coordinator at the end of the process for final signature approval.
        4. The HR Coordinator adds the Checklist to the employee’s file for documentation.
        5. The Checklist serves as guidance for the HR Coordinator to decommission the employee’s physical access to offices as well as access to Division data through computers and programs.
2. The Purpose of the Exit Interview - the exit interview is a key step of the process for an employee exiting the Division and is designed to:
   1. Serve as a final employee relations opportunity
   2. Allow the exiting employee to voice any negative impressions, real or imagined, with the goal of keeping it within the agency
   3. Gain insight into the operations and communications within the Division
   4. Furnish data to the Director about causes for turnover
3. The Exit Interview Process
   1. The manager makes arrangements for an exit interview (to be conducted prior to the last day worked) with the HR Coordinator or other neutral party.
   2. The exit interview is conducted in a private, face-to-face meeting.
   3. It is the goal of the discussion to learn more about the employee, their section and management and how that information may have influenced their reason for leaving the Division.
   4. The exit interview is conducted using the Exit Interview Questionnaire.
      1. This provides guidance for the discussion.
      2. It also ensures consistency of information gathered.
      3. Notes of the answers are written on the questionnaire.
      4. If information needs to be shared from the conversation, the information is transcribed electronically into the form.
   5. Exit interviews are confidential and will be used by the Director to identify trends and information about why people leave the Division.
   6. Feedback from the exiting employee is shared with the Division Director.
      1. The Director determines how to share the feedback.
      2. The HR Coordinator only provides feedback after discussing with the Director and determining who will review the responses to the exit interview with the manager.
      3. The HR Coordinator does not disclose the feedback to the manager until after the employee’s final day.
   7. A written record of the exit interview responses is retained by the HR Coordinator.