

Exit Interview

Date

8/20

Full-time and part-time employees who voluntarily resign their position with the University may schedule an exit interview with the Human Resources Department. If possible, the interview is scheduled on the employee's last working day. Payroll deadlines may require earlier scheduling. Such interviews provide an opportunity for the departing employee to discuss the status of benefits upon termination and return University property (i.e., keys, ID card, uniforms, laptop, etc.). The exit interview is equally important to obtain the reactions of staff members to their employment experiences with the University. An employee who has decided to leave may have constructive suggestions to offer the University which may prove helpful in evaluating the University's employment and personnel policies.