

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Employee Exit Interview

Policy Number: 1115

Origination Date: 02/17/2009

Revised: Board Meeting of 12/13/2018

Regulation: CFOP 60-08
CFOP 60-70

Referenced Document:

1100-1115 x 1, Employee Exit Interview Questionnaire

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to obtain information from an employee who has decided to separate their employment with BBCBC.

Procedure

- A. Every employee leaving BBCBC will be given an opportunity to participate in an exit interview.
- B. The CEO's designee will schedule and conduct the interview with the employee a few days prior to their last work day.
- C. The employee will be given an explanation of why the exit interview is being performed.
- D. The CEO's designee will review the related items on the structured exit interview form with the employee and fill out the form completely.
- E. The exit interview information received from employees will be retained by the CEO or designee for a quarterly analysis to be conducted to monitor turnover and determine the reasons for employee turnover.