

University Enterprises, Inc. Policies and Procedures		Policy No. 825
Section:	Human Resources	
Policy:	Exit Interview	
Revised Date:	December 11, 1998	

Exit Interview

I. PURPOSE

To survey and document the reasons employees leave University Enterprises, Inc. (UEI) and to solicit feedback regarding improvement of UEI operations.

II. SCOPE

This policy applies to all regular UEI employees separating from UEI, except those being separated due to Reduction In Force.

III. POLICY

During the last week of employment with UEI employees may be scheduled to have an exit interview with the Executive Director or a designee.

IV. PROCEDURE

- A. Supervisors should notify Human Resources of the employee's last scheduled work day at UEI as soon as the separation decision has been made and communicated. The Executive Director or designee may schedule a meeting time with the employee to conduct the exit interview.
- B. The exit interview may cover the employee's comments regarding the following points:
 1. Job duties and work load;
 2. Match with interests and abilities;
 3. Advancement opportunities;
 4. Quality of supervision;
 5. University Enterprises, Inc. policies and practices;
 6. Working environment; and/or
 7. Satisfaction with salary and benefits.
- C. Human Resources is responsible for the completion of forms such as Health Insurance Continuation, and the retrieval of all UEI property including credit cards, keys, travel advances, and identification cards.

V. RELATED POLICIES

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| Policy No. 110 | Health and Dental Coverage Continuation (COBRA) |
| Policy No. 805 | Employee Separation |