

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 3155
BUSINESS, NON-INSTRUCTIONAL

EXIT INTERVIEW POLICY

PROCEDURE

It is the procedure of the Humboldt County School District (HCSD) to conduct exit surveys of all employees at the conclusion of their employment. All surveys are based on a standard questionnaire as determined by the Board of Trustees. Participation is voluntary.

Information obtained through the exit interview will be provided to the Superintendent or his/her designee. The Board of Trustees may request a report from the Superintendent on the summary of information provided on the exit survey. Confidential information regarding individual staff members shall not be reported in a public format.

PURPOSE

The purpose of this policy is to provide a formal, systematic process for employees to share their opinions in regards to the District's policies, procedures and working environment.

PROCEDURE

An exit interview survey shall include questions in the following areas:

1. Reason(s) for Separation
2. Job Satisfaction
3. Supervisory Practices
4. Non-structured Responses

All individuals terminating employment (resignation, dismissal, retirement, etc.) shall be provided an Exit Interview Survey form from the Human Resources department upon notification of separation, or as soon as possible. Individuals may request an exit interview be conducted in person with the Superintendent or his/her designed at a mutually agreed upon time.