

POLICY NO.: 794-14

EXIT INTERVIEW POLICY

A. PURPOSE

To the greatest extent possible, employees leaving the employment of the County of Cape May ("County") voluntarily will participate in an exit interview

B. POLICY

It is the policy of the County to administer an exit interview with all individuals who voluntarily leave employment. The intent of the interview is to gain perspective and information on the reasons why an employee is leaving the County paying particular attention to those factors which were viewed as sources of dissatisfaction as well as what was attractive about the employment opportunity. Our goal is to obtain information that will be helpful in identifying organizational problems, improving the work environment, reducing turnover and motivating our workforce. This information will be used by Department of Human Resources and Training in a constructive manner.

C. PROCEDURE

1. The employee will notify his or her Department Head and the Department of Human Resources & Training of his or her last date of work at least two weeks prior to resignation or retirement.
2. The Department of Human Resources & Training will then contact the employee to schedule an Exit Interview with the Director of Human Resources & Training on or near the employee's last day of employment.
3. The employee will be asked a set of standard questions and given the opportunity to discuss any concerns or information he or she feels would be beneficial to the County to know about his or her employment with the County.
4. All information gathered during the Exit Interview will be maintained in the Department of Human Resources & Training and kept confidential, to the extent possible.