



POLICY AND PROCEDURE MEMO

SUBJECT: EXIT INTERVIEW POLICY

NO. 2.008

DATE: 8-1-13 Approved

9-27-2021 Revised

Blair Cox
CITY MANAGER

I. STATEMENT:

The purpose of this policy and procedure is to establish a method for processing employees who are separating from City employment for any reason.

II. POLICY

In order to increase employee retention and reduce employee turnover, it is the policy of the City of Rochester to ensure that employees who are leaving the employment of the municipality complete exit interviews to further consider the comments of the employee.

III. PROCEDURE

When an employee gives notice of resignation, they will be contacted by Human Resources to schedule an exit interview.

The City Manager and/or Human Resources, as appropriate, will conduct an exit interview using the Exit Interview standard form as a guide.

The exit interview provides an opportunity for employee feedback regarding his/her working experience with the City of Rochester.

This interview will ensure that all employees are informed of their rights and benefits and that all proper employment forms are completed accurately.

The employee will be informed of COBRA benefits, retirement benefits and all other information pertaining to their post employment.

Assure that all City equipment, materials, and uniforms issued to the separating employee are returned.

- Prior to the last day of work, the employee shall return all City issued equipment, materials, and uniforms to his/her supervisor. The supervisor shall note each item returned.

Exit Interview forms (including attachments) shall be signed by all parties present. Copies are available to the employee if requested.



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See Attached Form(s):
Exit Interview

-END OF PROCEDURE-

EXIT INTERVIEW



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Date: _____
Hire Date: _____
Termination Date: _____

Employee: _____
Department: _____
Title: _____
Supervisor: _____

1. What did you like about your job?
2. What did you not like about your job here?
3. Specify your relationship with your direct supervisor.
4. What made you decide to leave?
5. What do you think the city could have done better during your time employment?
6. Do you have any comments on any other matter that should be brought to our attention?

Employee/Date

Interviewer/Date

Attach and initial notes pertaining to interview.

