

Exit Interview Process

1. Once Human Resources has been notified that an employee has submitted a resignation, the Sr. Human Resources Coordinator will reach out the employee to the employee via phone or email to invite them to participate in the Exit Interview.
2. Employees have the option to complete the Exit Interview Form, meet with the Human Resources Director in person, or both.
3. The Human Resources Director will meet with senior administration once a quarter to provide feedback from the exit interviews.