



29 British American Boulevard, 2nd Floor
Latham, NY 12110
518-439-8311
thearcny.org

[Policy Number]: Exit Interviews

Category: Corporate Compliance Effective Date: 7/08/2020
Department: XXXXXXXXXXXXXXXXXXXXXXXX Last Revision Date(s): XXXXX

POLICY STATEMENT

The [Chapter] will encourage each employee to participate in an exit interview to gain data and feedback for improving working conditions, retaining employees and learning about any compliance concerns that the employee might have upon his or her departure.

This policy applies to all departing employees of the [Chapter] and shall be applied in accordance with all human resources policies and procedures.

PROCEDURE

The exit interview can be a questionnaire provided to the employee that the employee can submit to the [Chapter], either with his or her name or anonymously. The exit interview can also be conducted as a face-to-face meeting with the employee's supervisor using the questionnaire as script for such face-to-face meeting.

The exit interview should be conducted with respect and should not become confrontational. If the employee wishes to terminate the exit interview, then the supervisor should do so. An Exit Interview Questionnaire is attached at **Exhibit A**.

If the findings of the exit interview relate to any compliance matters, then the findings shall be forwarded to the Compliance Officer and the appropriate [department head], as appropriate.

The [Chapter] will follow all other human resources/employment related policies and procedures with respect to termination of employees.



29 British American Boulevard, 2nd Floor
Latham, NY 12110
518-439-8311
thearcny.org

[Policy Number]: Exit Interviews

Category: Corporate Compliance Effective Date: 7/08/2020
Department: XXXXXXXXXXXXXXXXXXXXXXXX Last Revision Date(s): XXXXX

Exhibit A - Exit Interview Questionnaire

EMPLOYEE EXIT INTERVIEW QUESTIONNAIRE (to be filled out by interviewer)

This script can be used by an interviewer to gauge an employee's concerns upon departure from the [Chapter] and should be conducted as a positive, open discussion.

Introduction: We appreciate you taking the time to answer the following questions as honestly as possible. We believe that the information is of vital importance to improving the quality of life for employees at the [Chapter].

Name: _____

Job Title: _____

1. The orientation and information I was provided when I started working was:
Great _____ Good _____ Average _____ Poor _____ Needs Improvement _____
Comments:

2. The training I was provided to perform my job was:
Great _____ Good _____ Average _____ Poor _____ Needs Improvement _____
Comments:

3. The support and resources I was provided to accomplish my job were:
Great _____ Good _____ Average _____ Poor _____ Needs Improvement _____
Comments:



29 British American Boulevard, 2nd Floor
Latham, NY 12110
518-439-8311
thearcny.org

[Policy Number]: Exit Interviews

Category: Corporate Compliance Effective Date: 7/08/2020
Department: XXXXXXXXXXXXXXXXXXXXXXXX Last Revision Date(s): XXXXX

4. The quality of management of my department was:
Great _____ Good _____ Average _____ Poor _____ Needs Improvement _____
Comments:

5. The compensation for my job was:
Great _____ Good _____ Average _____ Poor _____ Needs Improvement _____
Comments:

6. The pay and benefits for my job was :
Great _____ Good _____ Average _____ Poor _____ Needs Improvement _____
Comments:

7. Was your workload usually:
_____ too much _____ varied, but all right _____ about right _____ too light
Comments:

8. What is your primary reason for leaving?

9. Are you aware of any instances of employees violating the law or any policy or procedure of the [Chapter] that you did not otherwise report to your supervisor or another member of the [Chapter] management team?

10. If you answered “yes” to #10, please provide additional details.**

11. What would you suggest to improve the workplace?



29 British American Boulevard, 2nd Floor
Latham, NY 12110
518-439-8311
thearcny.org

[Policy Number]: Exit Interviews

Category: Corporate Compliance Effective Date: 7/08/2020
Department: XXXXXXXXXXXXXXXXXXXXXXXX Last Revision Date(s): XXXXX

12. Would you recommend working for this company to your family and friends?

13. Did you investigate other positions within the company before you made your decision to leave?

14. Any other suggestions/comments that you would like to make?

*** If the employee identifies violations of law, regulations or the Corporate Compliance Plan while responding to this question, then the interviewers should ask the employee to fill out the attached form (at **Exhibit A-1**). **Exhibit A-1** is only intended to be used in this context. Reporting for current employees should follow the [Corporate Compliance Policy on Reporting Violations].*

