



University of New Haven

Human Resources Policy/Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Exit Interview Policy & Procedure	All Employees	Provide the intent of conducting exit interviews for voluntary terminations	7/1/19	Vice President Human Resources	1

Exit interviews will be conducted for voluntary terminations by a representative of the Human Resources Department. Exit interviews are intended to ascertain the reasons for the employees' exit from the University and to ensure that no associated follow-up action is necessary by the area Vice President or the Human Resources Department.

The exiting employee must provide their supervisor with a resignation letter or email. The supervisor should forward the appropriate documentation, including the completed PDO, to Human Resources.

Exit interviews are voluntary and will be conducted prior to the terminating employee's last day of work and in person unless impractical to do so. Appropriate follow-up information will be shared with the applicable Vice President for discussion and appropriate follow-up action if necessary.