

NWF Health Network Policy & Procedure

Series: 1100: Human Resources

Policy Name: Employee Exit Interview

Policy Number: 1115

Origination Date: 02/17/2009

Revised: Board Meeting of 12/14/2023

Regulation: CFOP 60-08
CFOP 60-70

Referenced Document:

1100-1115 x 1, Employee Exit Interview Questionnaire – B.M. of 12.14.23

Policy

It is the policy of NWF Health Network (NWFHN), to obtain information from an employee who has decided to separate their employment with NWFHN.

Procedure

- A. Every employee leaving NWFHN will be given an opportunity to participate in an exit interview.
- B. The CEO's designee will provide the Agency's Exit Interview Questionnaire to the separating employee prior to their last scheduled day of employment. The designee will also give the separating staff the opportunity, to schedule and conduct an in-person interview with the employee a few days prior to their last work day.
- C. The employee will be given an explanation of why the exit interview is being performed.
- D. The CEO's designee will review the responses to the related items on the structured exit interview form.
- E. The exit interview information received from employees will be retained by the CEO or designee for a quarterly analysis to be conducted to monitor turnover and determine the reasons for employee turnover.