





POLICY AND PROCEDURE STATEMENT

SUBJECT EXIT INTERVIEW	PAGE 1 OF 5	DATE EFFECTIVE MARCH 1, 2019		
SECTION/POLICY NO. 7.01	APPROVED BY  MAYOR	SUPERSEDES NEW		
PREPARED BY VILLAGE ADMINISTRATOR & PERSONNEL DIRECTOR	 VILLAGE ADMINISTRATOR  PERSONNEL/BENEFITS COMMITTEE	APPROVAL DATE 2/20/2019	ISSUE DATE 3/1/2019	REVIEW DATE
REFERENCE	REVIEW APPROVED BY  PERSONNEL DIRECTOR	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL, CLERK- TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. The policy is to have in place a formal process to gain information from staff that voluntarily leave the organization.

PURPOSE:

- I. To have processes in place to gain information from staff leaving Village employment.
- II. To have standards that meet federal, state and local legal requirements.

PROCEDURE:

1. The exit interview is an opportunity for the employee to offer constructive criticism and insights to the Appointing Authority, Personnel Director, or designee regarding the operation of the Village.
2. The Appointing Authority, Personnel Director, or designee shall:
 - Attempt to discover any previously unknown causes of the termination, the knowledge of which could prevent the recurrence of such action in the future.
 - Learn of any grievances or specific problems so that the Appointing Authority or designee can investigate possible solutions.
 - Determine what final compensation and benefits the terminated employee is scheduled to receive.
 - Determine the employee's availability for future employment with the Village, should his/her performance level warrant reinstatement or re-employment.
 - Verify the employee's correct address for mailing Internal Revenue Service Form W-2.
3. The Appointing Authority, Personnel Director, or designee should commit his/her results to writing in order to maintain a written record or areas discussed, items for further investigation, etc. The Appointing Authority, Personnel Director, or designee should sign, date and retain the report in the employee's closed personnel file for future reference, if necessary.



Village of Ashville



P.O. Box 195
200 East Station Street
Ashville, OH 43103

Office: 740/983-6367 ● Fax: 740/983-4703

ASHVILLE EXIT INTERVIEW QUESTIONNAIRE

We would appreciate you taking about 8-10 minutes to answer the following questions as honestly as possible. Your individual responses are treated as confidential, and will not become part of your personnel file.

We believe that the information is of vital importance and will assist in analyzing our employee retention and turnover. Thank you for your cooperation!

Name	Employment Date
Department	Termination Date
Position	Manager

What prompted you to seek alternative employment?

Type of Work

Quality of Supervision

Compensation

Work Conditions

Lack of Recognition

Family Circumstances

Village Culture

Career Advancement Opportunity

Business/Product Direction

Other: _____

Before making your decision to leave, did you investigate other options that would enable you to stay? [] Yes [] No

If "yes", describe: _____

What did you think of your supervision in regard to the following?

	Almost Always	Sometimes	Never	Comments
Demonstrated fair and equal treatment				
Provided recognition on the job				
Developed cooperation and teamwork				
Encouraged/listened to suggestions				
Resolved complaints and problems				
Followed policies and practices				

How would you rate the following in relation to your job?

	Excellent	Good	Fair	Poor	Comments
Cooperation within your department					
Cooperation with other departments					
Communications in your department					
Communications within the Village as a whole					
Communications between you and your manager					
Morale in your department					
Job Satisfaction					
Training you received					

Growth Potential					
------------------	--	--	--	--	--

Was your workload usually:

- Too great
- Varied, but all right
- About right
- Too light

How did you feel about your salary and the employee benefits?

	Excellent	Good	Fair	Poor	Comments
Base Salary					
Medical Plan					
Dental Plan					
Vision Plan					
Life Insurance					
Vacation Time					
Illness Time					
Personal Time					
OPERS					
Other					

Are there any other benefits you feel should have been offered?

- Yes No

If "Yes", what? _____

Any other comments on benefits? _____

How frequently did you get performance feedback? _____

What were your feelings about the performance review process? _____

How frequently did you have discussions with your manager about your career goals? _____

What did you like most about your job and/or this Village? _____

What did you like least about your job and/or this Village? _____

What does your new job offer that your job with this Village does not? _____

Why is the new job/Village better? _____

Do you have any suggestions for improvement? Have you raised them in the past? _____

Would you recommend this Village to a friend as a place to work?

Yes, without reservations Yes, with reservations No

Additional comments about your job or this Village