



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



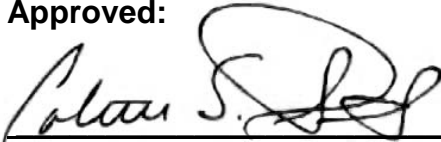
Subject:

Staff Exit Interviews and Questionnaires

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| <i>Section – Policy Number:</i> | <i>Supersedes:</i> | <i>Effective Date:</i> | <i>Date of Last Review:</i> |
| D: Personnel Management – 3.5 | I-D-3.5 (6/9/03) I-D-3.5 (8/6/96) | 12/23/2011 | None |

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| Related Standards and References: | <ul style="list-style-type: none"> ▪ OYA form: YA 8024 (OYA Exit Interview Guidelines) |
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| Related Procedures: | <ul style="list-style-type: none"> ▪ None |
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| Policy Owner: Human Resources Manager | Approved:  Colette S. Peters, Director |
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I. PURPOSE:

This policy describes the OYA staff exit interview and exit questionnaire process.

II. POLICY DEFINITIONS:

None

III. POLICY:

OYA values the occupational satisfaction of its staff and desires to retain well-qualified and capable staff. In order to ensure a working climate conducive to productivity and job satisfaction, it is essential management at all levels of the agency is aware of staff perception of the agency and concerns that may contribute to a staff's departure. This policy provides a tool by which supervisors/managers become apprised of why staff leave OYA employment.

IV. GENERAL STANDARDS:

A. Opportunity for exit interview

1. Supervisors/Managers within the OYA must provide each resigning or transferring regular service staff member an opportunity for an exit interview.

2. The interviewer must be a supervisor/manager within the staff member's chain of command, or designee, but not the staff member's direct supervisor.
3. The interviewer must follow OYA form YA 8024 (OYA Exit Interview Guidelines) when interviewing the staff member.
4. The interviewer must prepare a written summary of the interview.
5. A copy of the written summary must be provided to the:
 - a) Human Resources Manager; and
 - b) Assistant Director or Director.

B. Opportunity for exit questionnaire

Human Resources staff must provide each resigning or transferring regular service staff member an opportunity to complete an online confidential exit questionnaire offered through the Department of Administrative Services (DAS).

C. Optional participation

1. Staff participation in exit interviews and questionnaires is optional, but staff should be encouraged to participate.
2. In situations where travel and per diem are necessary, the agency will reimburse staff at the standard rate.

D. Use of information.

1. Assistant directors will maintain a file of exit interview summaries for areas under their purview.
2. If the summaries are circulated among management/supervisory staff, the names of exiting staff must be deleted.
3. The Department of Administrative Services (DAS) retains information from the completed online exit questionnaires.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO