



OREGON YOUTH AUTHORITY
Policy Statement



I-D-3.5 - Exit Interviews

Approved:

Karen Brazeau, Director

Effective:

June 9, 2003

Supersedes:

I-D-3.5 (8/6/96)

Interpretation:

Employee Services

POLICY

The OYA is concerned with the occupational satisfaction of its staff and in retaining well-qualified and capable staff. In order to ensure a working climate conducive to productivity and job satisfaction, it is essential that management at all levels of the agency be aware of staff perception of the agency and concerns that contribute to a staff's departure. This policy provides a tool by which Supervisors/Managers become apprised of significant information as to why staff leave employment with the OYA.

- I. Opportunity for interview.
 - A. Supervisors/Managers within the OYA shall provide each resigning or transferring regular service staff an opportunity for an exit interview.
 - B. The interview shall be with the appropriate central support, local office or facility Supervisor/Manager (or designated representative).
- II. Optional participation
 - A. Staff participation is optional, but staff should be encouraged to do so.
 - B. In those situations where travel and per diem are necessary, the agency will reimburse the staff at the normal rate.
- III. Reporting
 - A. The interviewer shall prepare a written summation of the interview.
 - B. A copy of the exit interview shall be provided to:
 1. Exiting staff;
 2. Manager, Employee Services; and

3. Assistant Director or Director's Office.

IV. Use of information.

A. Supervisors/Managers will maintain a file of exit interviews within their area of responsibility.

1. If the reports are circulated among management/supervisory staff, names of exiting staff will be deleted.