



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Staff Exit Interview and Questionnaire

Section – Policy Number:

D: Personnel Management – 3.5

Supersedes:

I-D-3.5 (1/16)
I-D-3.5 (12/11)
I-D-3.5 (6/03)
I-D-3.5 (8/96)

Effective Date:

02/01/2021

Date of Last

Review/Revision:
None

Related Standards and References:

- DAS Chief Human Resources Office website: [Employee resources and state workforce](#); [Exiting](#)


Related Procedures:

- None

Policy Owner:

Human Resources Manager

Approved:



 Joseph O'Leary, Director

I. PURPOSE:

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

II. POLICY DEFINITIONS:

None

III. POLICY:

OYA values the occupational satisfaction of its staff and desires to recruit and retain diverse, well-qualified, capable staff. To ensure a working climate conducive to equity, productivity, inclusion, and job satisfaction, it is essential that OYA is aware of perception and concerns that may contribute to a staff member's departure. A process which provides departing staff to meaningfully participate by sharing their opinions and perceptions supports OYA's Positive Human Development culture. This policy provides a tool to gather information to help OYA meet its objectives, and understand the reasons staff separate from the agency.

IV. GENERAL STANDARDS:

A. Opportunity for exit interview

1. Supervisors/managers must provide each resigning or transferring regular service staff member an opportunity for an exit interview.

2. The interviewer must be a supervisor/manager or Human Resources staff. The departing staff member's direct supervisor may not conduct the exit interview.
3. The departing staff member may select a manager, Human Resources analyst, or Human Resources manager to participate in the interview.
4. The departing staff are encouraged to complete an exit questionnaire on Workday, which the interviewer will use during the exit interview.

B. Participation

1. An exit interview must be offered to departing staff. The departing staff may choose to opt out of the exit interview, but are they encouraged to participate.
2. Interviews may be conducted by phone, videoconference, email, or in person.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO