



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Staff Exit Interviews and Questionnaires

<i>Section – Policy Number:</i> D: Personnel Management – 3.5		<i>Supersedes:</i> I-D-3.5 (12/11) I-D-3.5 (6/03) I-D-3.5 (8/96)	<i>Effective Date:</i> 01/08/2016	<i>Date of Last Review/Revision:</i> None
Related Standards and References:	▪ OYA form : YA 8024 (OYA Exit Interview Questionnaire)			
Related Procedures:	▪ None			
Policy Owner: Human Resources Manager		Approved:  Fariborz Pakseresht, 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 retain well-qualified, capable staff. To ensure a working climate conducive to productivity and job satisfaction, it is essential that OYA is aware of perception and concerns that may contribute to a staff member’s departure. 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 departing staff member may select the interviewer.

3. The interviewer must be a supervisor/manager or Human Resources staff. The departing staff member's direct supervisor may not conduct the exit interview.
4. The interviewer must use OYA form YA 8024 (OYA Exit Interview Questionnaire) when interviewing the departing staff member.
6. The interviewer must send a copy of the exit interview questionnaire to Human Resources.
7. Human Resources must share comments and trends with the appropriate assistant director or director, as appropriate. The exit interview is for informational purposes only and is not placed in the staff member's personnel file.

B. Opportunity for DAS 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. Participation in exit interviews and questionnaires is optional, but staff are encouraged to participate.
2. Interviews may be conducted in person, by phone, or by videoconference.
3. The departing staff member may choose to complete a YA 8024 questionnaire instead of an interview. The departing staff member must send a copy of the exit interview questionnaire to Human Resources.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO