

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

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Subject:

EXIT INTERVIEW

Policy:

Upon separation, prior to leaving the county, the agency/department will offer the employee an exit interview with the agency/department head or a designee.

I. PURPOSE

To determine and document the reasons employees leave the county, to provide an opportunity for the airing of unresolved issues, and to solicit constructive feedback to improve the county.

II. SCOPE

This policy applies to employees at all locations.

III. PROCEDURE

A. Supervisors will refer separating employees to the designated agency/department's representative who has the responsibility for exit interviews as soon as possible after the separation decision has been made and communicated.

B. The agency/department's designated representative will use the exit interview with questions related to the following:

- Job duties and workload: understanding of the job, match with interests and abilities, quality of training
- County policies and practices: working environment, opportunities for advancement, salary and benefits
- Quality of supervision: fairness, supportiveness
- Reasons for leaving

C. The employee may be given a copy upon request.

Reference:

Minute Order 3.30 of 08/13/96

Minute Order 3.3 of 04/10/07

Minute Order 3.41 of 04/11/17