



Policy Title:	Exit Interviews
Policy Number:	FAST-472
Revision Date:	October 2018
Policies Superseded:	HREO-182
Policy Management Area(s):	University Compliance

SUMMARY:

Coastal Carolina University is committed to offering an exit interview to employees who separate from service to the state. In the effort to develop and retain our employees, the exit interview plays an important part in capturing information to be used in our effort to understand why employees choose to leave.

POLICY:

I. SCOPE

Pursuant to the South Carolina Department of State Human Resources Code of Regulations, Section 19-719.05, Coastal Carolina University offers exit interviews for employees separating from service with the University.

An exit interview is a set of questions designed to elicit information from an employee separating from the service of the State of South Carolina. The gathered information is used by the University to identify and classify areas where the institution is excelling and areas where improvement may be needed, the reasons employees choose to leave and strategies that could have prevented the separation, and ways in which those goals may be achieved.

The exit interview process is voluntary for separating employees. The separating employee has the option of declining an exit interview. Participation is encouraged, but it is not mandated.

II. CONFIDENTIALITY

- A. Open and honest communication is encouraged from exiting employees. Though the information gathered from exit interviews and exit questionnaires will be compiled and analyzed in order to provide meaningful feedback, the identity of exiting employees who participated will be kept confidential, as allowable by law. Results may be presented to the following departments/division heads as needed:
1. HREO

2. the department from which the separation occurred
 3. the Office of the President
 4. the University Board of Trustees, at the discretion of the President
- If the exit interview reveals information that the University is required to report or address, or otherwise calls for an immediate response, the information reported will be managed in the necessary manner (e.g., sexual misconduct, harassment, criminal activity or hostile working environment).

III. Interview Overview

- A. The interview covers the following topics:
 1. working conditions,
 2. opportunities for career advancement,
 3. quality and quantity of the workload, and
 4. relationships with co-workers and supervisors.
- B. The content of the exit interview will be the same, regardless of the method in which it is carried out.
- C. Supervisors and department heads will never see the actual interview notes or questionnaire; they will only have access to the compilation of data referenced in II.A. This practice is implemented to protect the anonymity of the separating employee and the integrity of the information provided.