

NORTHCARE NETWORK

POLICY TITLE: Exit Interview	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 7/28/22	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Coordinator	CEO APPROVAL DATE: 8/2/22 Dr. Timothy Kangas, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

An employee who is voluntarily separating employment from NorthCare Network will participate in an exit interview.

PURPOSE

The purpose of this policy is to identify workplace, organizational or human resource factors that have contributed to an employee's decision to leave employment; enable NorthCare Network to identify any trends requiring attention or any opportunities for improving the agency's ability to respond to employee issues; and allow the agency to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.

DEFINITIONS

N/A

REFERENCES

N/A

HISTORY

NEW POLICY – 1/1/15

REVISION DATE: 10/16/15, 2/19/19, 11/24/19

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/19/17, 4/6/18, 2/19/19, 11/24/19, 9/29/20, 7/27/21

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

When an employee separates employment because of retirement, resignation or other voluntary reasons, the HR Coordinator will schedule an exit interview with the employee. If the employee requests to have their supervisor attend, they may do so. The HR Coordinator will share the exit interview with the supervisor and CEO.