

# POLICY-EXIT INTERVIEWS

## PURPOSE

To ensure that exiting employees are informed of their benefits and rights. This is an opportunity for the outgoing employee to give feedback on the Town of Groton's policies and procedures, management, benefits, job satisfaction, and any other issues they would like to comment on.

## POLICY

It is the policy of the Town of Groton to ask all employees to participate in an exit interview with the Town Manager and/or the Human Resources Director. The employee will be informed that it is not mandatory, however it is confidential and the town encourages employees to be candid in order for the interview to be beneficial for both the town and its employees.

Every employee will be given an exit interview packet that will contain the following:

- Exit Interview Permission Form
- Exit Interview Questionnaire
- Town Property Return Form
- Authorization to release reference information Form

In the case where an employee has left the town without notice or for some reason that an exit interview could not be conducted, the packet may be mailed to the home of the employee.

The Town Manager, the Human Resources Director, and the appropriate department will use the results of the exit interview to analyze patterns or problems and develop an action plan to address critical issues and reinforce positive comments that will be shared.