

## **Exit Interview Process (Responses to Legislative Oversight Committee Request— Representative Findlay)**

A benefits packet is mailed to employees who separate (involuntary and voluntary) from the agency. The packet includes the exit interview forms along with a pre-addressed and stamped return envelope. The employees have the option to complete the exit interview forms and return back to the agency.

If the employees choose to complete and return the exit interview forms, the forms are forwarded to the Office of Human Resources. Once the Human Resources Office receives the forms, the forms are routed to the Human Resources Director and all Human Resources Managers for review. Once the forms are reviewed by the management staff of the Human Resources Office, the information and data from the forms are logged onto a spreadsheet for analyzing (see attached). In addition, exit interview forms with positive and constructive information are forwarded to the Directors' Office and to the Division Directors for review and action, if needed.