

Article XX. Exit Interviews

Section 1. Purpose

Exit interviews provide a valuable opportunity for the university and the union to receive feedback regarding areas of success and opportunities for improvement. In particular, exit interviews are an opportunity to evaluate the work climate of the college/school, department, and lab, as well as the University's diversity, equity, and inclusion goals.

Section 2. Employee notice

When an employee gives notice, the Union will be notified within five (5) business days, so that the Union may have an opportunity to reach out to the employee before their departure.

Section 3. Exit interviews

- A. All employees ending employment shall be provided the opportunity to participate in an exit interview. Exit interviews shall be placed in the employee's Official Personnel File (OPF).
- B. Exit Interviews will follow a standardized format and will be conducted by someone other than the employee's direct supervisor.
- C. The employee may request the presence of a union representative during their exit interview.
- D. Topics/questions that shall be covered during the exit interview include but are not limited to:
 - What are the primary reason(s) the employee is leaving their position?
 - Would the employee recommend the university/department/lab as a place of employment to a friend? Why/why not?
 - Does the employee feel the expectations of their role were clearly communicated? If not, request elaboration.
 - Did the employee see opportunities for career advancement and professional development at the University? And did they feel they had the requisite support and resources necessary for advancement?
 - Is there anything that could have motivated the employee to stay?
 - Does the employee agree or disagree with the following statements (and note any elaboration provided beyond agree/disagree)?
 - Employees who help the department achieve its strategic objectives are rewarded and recognized fairly.
 - Employees in my department respect and value each other's opinions.
 - Members of my team fairly consider ideas and suggestions offered by other team members.
 - I feel welcome to express my true feelings at work.
 - Communication we receive from the department is honest and open.
 - People in my department care about me.
 - Managers at my department are as diverse as the broader workforce.

Section 4. Exit interview data sharing and discussion

- A. On a quarterly basis, exit interviews will be shared with the union. At least annually, the Joint Union Management Committee will discuss exit interview findings.