



504 - EXIT INTERVIEWS


In accordance with the mission, vision and values of the City of Newport News to provide exceptional government services by building a highly trained, competent workforce, and fostering an atmosphere of trust, respect and collaboration among employees, the Human Resources Department will conduct exit interviews with each regular full-time and regular part-employee who terminates his/her employment by resignation or retirement, whenever possible. The exit interview program provides a means of objectively standardizing the collection and dissemination of job-related information and feedback obtained from terminating employees, and utilizing that information for the purpose of enhancing and improving the work environment.

Departments are responsible for notifying Human Resources of an employee's pending termination as soon as notice is received from the employee and may assist in scheduling the exit interview (either in person with a Human Resources Department representative or through an online option, if available).

Exit interviews will be conducted at the convenience of the terminating employee; preferably on or before the employee's last day of work. Information resulting from exit interviews will be compiled, summarized and forwarded to the City Manager and respective department heads for review and consideration. In the event an urgent or serious matter is revealed through an employee exit interview, immediate steps will be taken to notify the impacted department head and to address and correct the issue.

Supersedes/Amends: 504, 3/01/90

Approved:


City Manager