FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **EXIT INTERVIEW**		POLICY NO: HR-014
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: Exit Interview HR03-150
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS: Exit Interview – Appendix
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: FV Employees	

POLICY:
Prior to the last day of work by an exiting employee or volunteer, the immediate supervisor may schedule an "exit" interview with that employee. Eg. Program Director with House Staff or Team Leader, Executive Director with Program Director, Board Chair with Executive Director, appropriate Manager with Volunteer.

PROCEDURE:
Exit interview will be conducted by Program Director/designate.

The Program Director/designate will determine the process of the Exit Interview (Appendix):

1. In person
2. Telephone
3. Written questionnaire

Information obtained from the "exit" interview may be used to improve Delivery of Service and/or agency operations.