



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES

Policy No. 808: EXIT INTERVIEWS

A. General Provisions

1. The purpose of an exit interview is to take advantage of the general candor with which an employee will express themselves at the time of separation from employment in order to learn of strengths, and areas which might be improved upon, throughout the Kettering City government.
2. As part of the “out processing” procedure, Department Directors should provide that all regular full-time and regular part-time employees are scheduled for an exit interview with the Director of Human Resources or his/her designee prior to separation.
3. All Department Directors are encouraged to conduct exit interviews with their own separating employees.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City’s Assistant City Manager and Department Directors.

Approved:

11/14/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.14.2022
Date

Jenny Smith
Jenny Smith
Director of Human Resources