

## Exit Interview Process

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**Purpose** *To gather information for Agency evaluation and planning.*

**Policy Statement** *ASC will ensure that employees are given opportunities to communicate reasons for leaving, offer positive feedback and/or identify possible concerns.*

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Program Area(s):							

## **Exit Interview Process**

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1. Information from employees leaving ASC will be gathered through:
  - Participating in an exit interview with the Executive Director/Program Director/area supervisor, in person or by phone
  - Completing the exit interview form independently and submitting it back to ASC
2. Completed forms will be forwarded to the Executive Director/Program Directors and treated with confidentiality.
3. Information gathered will be used for agency planning and evaluation process.

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