



Division:	Human Resources (HR)
Title:	Standard Operating Procedures
Procedure:	EXIT INTERVIEW SURVEY GUIDELINES
Original Effective Date:	
Revised Effective Date:	4/10

Exit Interview Survey Guidelines

All separating employees should be provided with the [DHHS Exit Interview Survey](#) for completion to obtain feedback about his or her employment experience. The Employee Relations Specialist should monitor the procedures for separating employees to ensure utilization of Exit Interview Survey. The ER Specialist should also ensure that employees who do not have computer access have some means of completing the Exit Interview.

WEBSITE RESOURCES:

DHHS Exit Interview Survey

<http://exitinterview.dhhs.state.nc.us/>

DHHS Intra-Exit Interview Survey (When transferring between DHHS Divisions/Facilities/Schools)

<http://intraei.dhhs.state.nc.us/exitinterview.aspx>

DHHS Separation Policy: (Refer to Section 3-B, page 3 of this policy)

http://info.dhhs.state.nc.us/olm/manuals/dhs/pol-50/man/GeneralProv_Separation.pdf