

POLICY ID: <i>HR-017</i>	TITLE: <i>Exit Interview Policy</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE: October 26, 2021
EFFECTIVE DATE: <i>Immediate</i>	VILLAGE CLERK	
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>		

Purpose

The Village is interested in maintaining high performing employees, constantly improving the working conditions of current employees and recruiting exceptional employees. To achieve better results the Village will send out a written exit interviews to employees that have recently ended their employment with the Village. This will allow the Village to explore the reasons for the employee’s departure, improve the Village’s processes, retain valuable employees and make the Village of Kronenwetter a better place to work.

Procedure

The Village President will mail any full-time employee that voluntarily ends employment with the Village the attached document, along with a self-addressed return envelope and a letter. The letter shall state that the Village shall use the exit interview form to improve the Village processes and that any statements that the former employee makes will be kept confidential to the greatest extent possible.

Once the former employee returns the form to the Village, the Village President shall review it. If in reviewing the returned form the Village President believes that the returned exit interview relates to the performance of a current employee, then the Village President shall request that the Village Board discuss the returned form during a closed session. The closed session shall be as a closed session under § 19.85(1) (c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” If in reviewing the returned from, the Village President believes that the returned exit interview relates to the performance of someone other than a current employee, including current or former elected officials. And that the information provided would “likely to have a substantial adverse effect on the reputation of persons referred to” then the Village President shall request that the Village Board discuss the returned form during a closed session labeled as a closed session under § 19.85(1)(f) “Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.” The Village President will ensure that if the person named in the exit interview, is a current elected or appointed official of the Village, then that person shall be allowed to attend the closed session.

After the Village Board has reviewed the exit interview information in closed session, the Village Board will come out of closed session and recommend that the Village Administrator or Village Board take any action as necessary to improve the Village's operations.

EXIT INTERVIEW QUESTIONNAIRE

The Village of Kronenwetter strives to maintain a good working environment for all employees. This “Exit Interview Questionnaire” is one method to receive feedback on what the Village is doing well and what areas might need improvement.

Please answer the following questions and include as many comments as possible. Your answers will only be shared with those that have a business need to know and will not affect any future opportunities with the Village. The purpose is to improve our services and work environment and help with future recruitments.

Name:	Position:
Department:	Supervisor:
Type of Separation:	
<input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Temporary Position – Assignment Completed	

Why are you leaving employment with the Village? Please check all that apply:

- | | | |
|--|---|--|
| <input type="checkbox"/> Relocation out of area | <input type="checkbox"/> Returning to school | <input type="checkbox"/> Personal Health Reasons |
| <input type="checkbox"/> Family Circumstances | <input type="checkbox"/> Benefits | <input type="checkbox"/> Salary |
| <input type="checkbox"/> Dissatisfaction with position | <input type="checkbox"/> Dissatisfaction with the Village of Kronenwetter | <input type="checkbox"/> Dissatisfaction with supervisor |
| <input type="checkbox"/> Other Reasons | | |

What, if anything, could HR/Management/Village have done to prevent you from leaving?

If you are going to another job, what does your new job offer that your current position did not?

Please rate the following:

Last/Current Position Held	Excellent	Good	Fair	Poor
Workload				
Work schedule				
Opportunity to use skills and abilities				
Job description accurate				
Communication within department				
Relationship with co-workers				
Availability and functionality of technology (hardware/software) and other tools/equipment				

Additional comments and/or give examples where able.

The Village of Kronenwetter	Excellent	Good	Fair	Poor
Provides/allows for adequate job training opportunities				
Opportunity for career advancement and development				
Atmosphere/culture at the Village				
Competitive Salary				
Benefits Package				
Healthy working environment				
Availability and functionality of technology (hardware/software) and other tools/equipment				

Additional comments and/or give examples where able.

My Supervisor	Excellent	Good	Fair	Poor
Relationship with immediate supervisor				
Demonstrates fair & equal treatment				
Provides appropriate recognition				
Resolves questions & issues				
Follows policy and procedures				
Displays leadership competence				
Provides adequate direction & assistance				
Promotes/develops teamwork				
Exhibits willingness to admit and correct own mistakes				
Performance evaluations done in a timely fashion				

Additional comments and/or give examples where able.

What did you like most about working at the Village of Kronenwetter?

What did you like least about working at the Village of Kronenwetter?

Which benefits were the most valuable to you?

Is there a particular benefit(s) you feel is missing or could use improvement/enhancement?

Would you recommend your department/Village as a good place to work?

	Yes, Definitely	Yes, With Reservation	No
Your Department			
The Village of Kronenwetter			

Any overall additional comments that might be beneficial for making the Village of Kronenwetter a better place to work:

Employee Signature: _____

Date: _____

Thank you for your input.