

State Human Resources Policy #E24-110.02

Employee Exit Interview / Survey

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DEFINITIONS

Agency – The South Carolina Military Department/Office of the Adjutant General

FORMS

All forms noted for use in accordance with this Policy may be found at <https://scmd.sc.gov/state-operations/forms> under the “Human Resources” Section.

POLICY

1. The Department Heads and Program Managers are responsible for ensuring Employee Exit Surveys are provided for all departing employees of the South Carolina Military Department (Agency) and for conducting Exit Interviews.
2. The Agency will not provide employees who are terminated for cause with either an Employee Exit Survey or an Exit Interview.
3. The SC Military Department’s State Human Resources Officer (State HRO) will review all Employee Exit Surveys and information from the Exit Interviews to gather information to assist the Agency in reducing turnover and improving of workplace conditions, and to ensure Policy compliance.

PROCEDURE

1. Employee Exit Survey

a. The Department Head or Program Manager (or their designee) will provide a copy of the Employee Exit Survey to each separating employee as soon as possible after notification of the employee’s pending departure.

b. The Department Head or Program Manager (or their designee) will request the employee complete the Employee Exit Survey prior to the Exit Interview.

c. If necessary, the Department Heads and Program Managers (or their designee) will coordinate with the State HRO to email or mail a copy of the Employee Exit Survey to the separating employee along with a letter inviting the employee to meet with the State HRO or their designee.

2. Exit Interview

a. The Department Head or Program Manager (or their designee) will schedule an Exit Interview with the separating employee at the convenience of the employee, and as close as possible to the date of separation.

b. The Department Head or Program Manager (or their designee) will review the information on the Employee Exit Survey with the departing employee and include any additional information provided by the separating employee.

c. The Department Head or Program Manager (or their designee) will forward the information from the Exit Interview along with the completed Employee Exit Survey to the State HRO as part of the separation packet.

d. If necessary or at the request of the separating employee, the State HRO or their designee will conduct the Exit Interview.

3. If the situation does not allow for an Exit Interview prior to the separating employee's departure, the Department Head and Program Manager (or their designee) will coordinate with the State HRO to email or mail a copy of the Employee Exit Survey to the separating employee along with a letter inviting the employee to meet with the State HRO or their designee.

4. The State HRO or their designee may use information from the interview to discuss or address issues as necessary with the appropriate Department Head or Program Managers (or their designee) or members of the staff.

5. Exit interviews conducted by the State HRO or their designee does not preclude an interview by other managers of the employee, including other Agency management personnel.