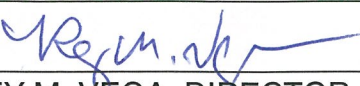


Guam Behavioral Health and Wellness Center		
TITLE: Exit Interviews	POLICY NO.: AD-HR 19	PAGE: 1 of 2
APPLICABILITY: AD-HR Center wide	REFERENCES:	
APPROVED BY:  REY M. VEGA, DIRECTOR	EFFECTIVE: 9/13/16	REVISED:

**PURPOSE:**

- A. To provide a procedure for conducting exit interviews and or satisfaction survey on employees leaving Guam Behavioral Health and Wellness Center.
- B. To keep track of the employee turnover rate and reasons for leaving the organization.

**POLICY:**

- A. The Guam Behavioral Health and Wellness Center shall conduct a confidential exit interview for those employees who resign, retire, transfer or are terminated from GBHWC.
- B. Employees who resign, retire, transfer or are terminated from GBHWC shall go through an exit process or administrative clearance.

**PROCEDURE:**

Conducting the Exit Interview

- A. The Equal Employee Opportunity Officer (EEO) or Human Resources (HR) personnel assigned will conduct an exit interview to obtain and document separation information from the employee for quality improvement purposes. This includes;
  - a. The employee's reasons for separation
  - b. Job satisfaction and Morale
  - c. The employee's comments and opinions concerning working conditions, personnel management programs and practices, and suggestions for improvement.

Reporting and Confidentiality

- A. The EEO Officer or HR personnel assigned will compile information from the exit interviews as it relates to matters, opinion or suggestions concerning the various aspects of GBHWC operations, the work environment, and personnel practices.
- B. Suggestions and/or problem areas which are identified through the exit interview process will be reported quarterly to the quality performance improvement meeting in such a manner that the identity of employee providing such information is kept confidential.

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- C. The EEO or HR personnel assigned shall compile and analyze responses from exit interviews for the quality improvement performance initiative meetings and for the director.
- D. The EEO or HR personnel shall provide aggregate information to the department heads pertaining to suggestions and /or problem areas (or significant positive accomplishments) discussed during the exit interviews.
- E. The EEO or HR personnel assigned shall retain all exit interview questionnaires.
- F. The EEO or HR personnel assigned will sign off on the employee's clearance checklist form upon completing the exit interview.

#### Employees

- A. Employee must pass through Human Resources for administrative clearance process and shall undergo an exit interview
- B. The Employee has the option not to complete the exit interview form or not answer some questions.
- C. The Employee shall provide information if he or she wishes pertaining to the following for quality improvement purposes;
  - a. Working conditions, personnel policies and practices
  - b. Any observation of discrimination; and
  - c. The efficiency and morale of their respective branch or section
  - d. Positive and negative aspect in GBHWC

#### **REFERENCES:**

#### **SUPERSEDES:**

- A. Title; Policy No.; Effective date/signature date; Approving individual's name

**GBHWC**  
**POLICY AND PROCEDURE REVIEW AND ENDORSEMENT CERTIFICATION**

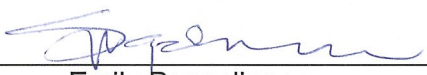
The signatories on this document acknowledge that they have reviewed and approved the following:

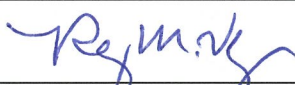
Submitted by: Cydsel Victoria Toledo

Policy No.:AD – HR 19

**Policy and Procedure**

Title: Exit Interviews

Reviewed/Endorsed	Date	Signature
	9/13/16	
Name and Title	Emily Pangelinan Human Resources Division	

Reviewed/Endorsed	Date	Signature
	9/13/16	
Name and Title	Mr. Rey M. Vega Director	