

## **EXIT INTERVIEW POLICY**

### **GENERAL POLICY**

An exit interview is used to gain insight into the reasons why employees leave employment with Beloit Public Library, to help measure the effectiveness of Library personnel and managerial practices, to determine where personnel policies and practices may need review, and to determine if supervisory or managerial practices need modification or improvement.

In order to accomplish the above purpose, the Library will send an exit inquiry form and will offer an exit interview to each full-time and regular part-time employee leaving Library employment.

### **PROCEDURE**

1. When the Library receives a letter of resignation or notice of termination, the Library will send the employee who is leaving an Exit Inquiry form. The Library will also send an Authorization for Release of Information form. Copies of each form are attached to this policy.
2. Return of the forms is voluntary.
3. All exiting employees will be offered the opportunity to have a personal exit interview with the Library Director or their designee. This offer is stated on the Exit Inquiry form.
4. All information obtained on the form or in the personal interview will be kept confidential to the extent possible.
5. Forms and records of interviews will be maintained by the Library.

### **ATTACHMENTS:**

1. Exit Inquiry form
2. Authorization for Release of Information form

**Beloit Public Library**  
**Exit Inquiry Form**

All information obtained from this inquiry will be treated as confidential to the extent possible. This information will be used as a tool for change and improvements in our organization and will NOT be placed in your personnel file. We ask that you be as honest and fair as possible. We value your opinion and ask for your assistance. Attach additional sheets if necessary. Please complete and return to the Library Director (Beloit Public Library, 605 Eclipse Blvd. Beloit, WI 53511).

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Why are you leaving Library employment?

What did you like about your job here?

What did you dislike about your job here?

How do you feel about the amount of work expected of you?

How do you feel about the performance standards set by your supervisor?

Do you feel like your work was appreciated by your supervisor?

How satisfied are you with the training you received?

When you accepted your position here, what attracted you to employment with the Library?

Were the Library in general, and your position in particular, accurately represented to you before you accepted employment? Did anything about working here surprise you when you first started?

What suggestions do you have for improving:

Your position?

Library Management?

Are there Library policies or procedures you would like to see changed? If so, which ones and what changes do you suggest?

Is there anything else you think the Library should know?

DO YOU WANT TO HAVE A PERSONAL EXIT INTERVIEW WITH THE LIBRARY DIRECTOR OR THEIR DESIGNEE?

Yes

No

Thank you for taking the time to complete this form. Please return it to the Library Director at the above address.

We wish you all the best in your new endeavor.

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize Beloit Public Library and any of its agents to furnish \_\_\_\_\_  
with any information concerning me and/or my employment with the Beloit Public Library,  
whether on record, or otherwise, and do hereby release the Beloit Public Library and its agents  
from any and all liability for any damage whatsoever incurred in furnishing such information.

Exceptions to this blanket authorization are: (You may elect to exclude any information which is not  
subject to the Wisconsin open records law).

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Signed \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

Send to: Beloit Public Library  
Attn: Administration  
605 Eclipse Blvd.  
Beloit, WI 53511