

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 129.16

EFFECTIVE DATE: 01 September 2022

**SUBJECT: EMPLOYEE EXIT
INTERVIEWS**

POLICY DIRECTIVE

PURPOSE:

To ensure exit interviews are conducted with Division of Corrections and Rehabilitation departing employees.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 129.16, dated 19 October 2020.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. All employees who resign from their employment with the Division of Corrections and Rehabilitation (DCR) will be afforded an opportunity to meet with designated Human Resources (HR) staff and complete an exit interview.

- A. The exit interview is conducted electronically with a form provided by the Division of Administrative Services (DAS), Justice and Community Services, Office of Research and Strategic Planning (ORSP).
 - B. An HR staff member will arrange to meet with the employee prior to the end of employment to complete the form.
 - C. In the event the employee is not available to meet and complete the form, and for employees who have been dismissed, HR staff will complete the form with all information available to them.
 - D. The departing employee's ID card will be relinquished to the HR staff member at this time also.
- II. Results of the exit interviews are compiled by the Office of Research and Strategic Planning (ORSP) and submitted to designated leadership within the DCR on a quarterly basis.
- A. Information on why employees leave employment will be shared with the former employee's Superintendent or Work Unit Supervisor or Director.
 - B. The results will also be considered by agency leadership in agency planning and decision making.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____



Betsy C. Jividen, Commissioner

8-1-22

Date