

## Policy 00026 Title: Exit Interview Policy

### Control Information

Control Item	Details
Owner/Curator	Christine H. Horning
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### Revision History

Revision	Date	Revision Description	Originator
A	April 15, 2010	Initial Release	C. H. Horning

## 1. Objective:

The objective of this policy is the following:

1. State the Board policy regarding exit interviews.
2. Define eligible employees.
3. Describe the process for conducting an exit interview.
4. Provide the exit interview form.

## 2. The Policy

In the interest of ongoing improvement of the professional working environment at Muddy Creek Charter School, the ICP Board prefers that exit interviews be conducted whenever possible for staff members who leave the school's employ.

### 2.1 Eligible Employees:

1. An employee who resigns.
2. An employee who is unable to be re-hired.
3. Any employee who requests one.

### **3. The Process for conducting an exit interview:**

1. The MCCS Executive Director and/or an ICP Board member (if requested) will conduct the exit interview. In the case of the departure of the Executive Director, an ICP Board member will conduct the interview.
2. Upon giving notice, the employee will be informed that an exit interview is requested.
3. The interview will be conducted privately on the employee's last working day.
4. The employee may choose whether he/she prefers to participate in a dialogue or to fill out the form him/herself. In either case, the employee is asked to write in their own words the "reason for leaving Muddy Creek Charter School" and to sign the form.
5. The exit interview will then be filed in the employee's personnel file.
6. Any information that is deemed pertinent to improving the working conditions at Muddy Creek Charter School will be presented to the Board in closed session.



4. What should be the top priority for change at the school from your perspective?

5. Are there problems that we may not be aware of?

Thank you for your service to our school! We wish you success in your next endeavor.

Employee's Signature & Date: \_\_\_\_\_