

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

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 and for ensuring Exit Interviews are conducted.
2. The Agency will not provide employees who are terminated for cause with either an Employee Exit Survey or an Exit Interview.
3. The 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 Human Resources Officer (HRO) to 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. Should the situation 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 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.

ATTACHMENT: Employee Exit Survey Form

SOUTH CAROLINA MILITARY DEPARTMENT

Employee Exit Survey

My Supervisor

	<u>Strongly Disagree</u>	<u>Somewhat Disagree</u>	<u>Somewhat Agree</u>	<u>Strongly Agree</u>
1. My supervisor recognized contributions I made to the organization.	1	2	3	4
2. My supervisor set an example for others to follow.	1	2	3	4
3. My supervisor treated me with dignity and respect.	1	2	3	4
4. My supervisor gave me useful feedback on my performance.	1	2	3	4
5. My supervisor gave me timely feedback on my performance.	1	2	3	4

Leadership

	<u>Strongly Disagree</u>	<u>Somewhat Disagree</u>	<u>Somewhat Agree</u>	<u>Strongly Agree</u>
6. The leadership of this organization cares about people.	1	2	3	4
7. The leadership of this organization sets a high standard of performance.	1	2	3	4
8. The leadership of this organization has created an effective organizational structure.	1	2	3	4
9. I felt my work efforts contributed to the mission and goals of the agency.	1	2	3	4

Organizational Commitment

	<u>Strongly Disagree</u>	<u>Somewhat Disagree</u>	<u>Somewhat Agree</u>	<u>Strongly Agree</u>
10. I value the relationships I have developed with others in the organization.	1	2	3	4
11. Being in this organization was like being part of a family.	1	2	3	4
12. People in this organization look out for one another.	1	2	3	4

Compensation/Benefits

	<u>Strongly Disagree</u>	<u>Somewhat Disagree</u>	<u>Somewhat Agree</u>	<u>Strongly Agree</u>
13. The compensation I received was commensurate with my level of education and experience.	1	2	3	4

	<u>Strongly Disagree</u>	<u>Somewhat Disagree</u>	<u>Somewhat Agree</u>	<u>Strongly Agree</u>
14. My pay was in line with the current market rates for people with my skills and experience.	1	2	3	4
15. The benefits I received were an incentive to remain employed by State government.	1	2	3	4
			Not Leaving State System	
	<u>Yes</u>	<u>No</u>		
16. I compared the value of the State's benefits plan with my new employers plan before making the decision to leave.	1	2	3	

Advancement/Growth

	<u>Strongly Disagree</u>	<u>Somewhat Disagree</u>	<u>Somewhat Agree</u>	<u>Strongly Agree</u>
17. My job provided me with an opportunity to learn and grow professionally.	1	2	3	4
18. This organization provided opportunities for promotion and/or advancement.	1	2	3	4
19. I was given adequate training to do my job.	1	2	3	4

Challenging Work

	<u>Strongly Disagree</u>	<u>Somewhat Disagree</u>	<u>Somewhat Agree</u>	<u>Strongly Agree</u>
20. My job provided me with challenging work to do.	1	2	3	4
21. I enjoyed the type of work I did here.	1	2	3	4
22. My workload here was (check one):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Too much for one person	
			Occasionally heavy, but about right on most days	
			Just right - not over or under worked	
			Not enough-did not fully use my time	

Support

	<u>Strongly Disagree</u>	<u>Somewhat Disagree</u>	<u>Somewhat Agree</u>	<u>Strongly Agree</u>
23. The equipment that I had to work with allowed me to perform at a high level.	1	2	3	4
24. I had the resources I need to do my job.	1	2	3	4

Overall Satisfaction

	<u>Strongly Disagree</u>	<u>Somewhat Disagree</u>	<u>Somewhat Agree</u>	<u>Strongly Agree</u>
25. What was your overall level of satisfaction with your job?	1	2	3	4

Please explain:

26. My main reason(s) for leaving is/are:

- Higher pay
- Better benefits
- Better chance for advancement
- My relationship with my supervisor
- The agency work environment
- The lack of resources to adequately do my job
- Other, please elaborate:

27. What, if anything, could the organization have done that would have made it more likely for you to stay?

28. Are you going to a new job in:

- Another state agency, but in a similar type of work
- Another state agency, but in a different type of work
- Private sector, but similar type of work
- Private sector, different type of work
- Other, please elaborate:

Demographic Information (Please complete the following questions you to assist with compiling statistical data related to retention):

a. Date of birth: _____
MM/DD/YY

b. Race (check one):

- American Indian/Alaska Native
- Asian
- Black/African American
- Hispanic/Latino
- Native Hawaiian/Other Pacific Islander
- Two or More Races
- White

c. Gender:

- Male
- Female

d. Years of State service:

- 0-5
- 6-10
- 11-20
- More than 20

e. Current job classification: _____

Thank you for your assistance!