



## New Hampshire Division for Children, Youth and Families Policy Manual

### 1060 EXIT INTERVIEW

Chapter: **Staff Responsibilities**

Section: **Standards and Expectations**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **22-42**

Effective Date: **December 2022**

#### References of Note

Federal Authority:

Statutes: [RSA 91-A](#)

Administrative Rules:

Case Law:

This policy establishes the exit interview process for all DCYF employees.

#### **Required Practices**

*Any deviations to the following information must be documented with Supervisory Approval.*

- I. Supervisors will request an employee submit a written resignation upon notification of their intent to resign from their DCYF position.
  - A. Supervisors describe the exit interview process, and explain participation is voluntary and that there are no consequences if the employee decides not to participate.
  - B. The Supervisor advises the employee of who they can expect to hear from regarding their participation in an exit interview, depending on the employee's program area.
- II. Supervisors notify their Administrator/Designee of the employee's resignation who will then:
  - A. Submit the written resignation to the DHHS Personnel email group upon receipt; and
  - B. Reach out to the employee to discuss whether or not they want to participate in an exit interview.
- III. An employee may complete an exit interview any time after submitting their resignation and until their last day of employment in their position.
  - A. The Administrator or designee may schedule and facilitate an exit interview with an employee choosing to participate.

1. If the employee is a direct report to the Administrator, the exit interview will be scheduled and facilitated by the Bureau Chief or designee of the applicable program.
  - B. The exit interview will be conducted privately and the interviewer will encourage the employee to be open and honest in providing constructive information regarding their position within the Division.
  - C. The exit interview should be scheduled as close as possible to the employee's last day of employment at a mutually agreed upon location.
  - D. An employee may choose to complete the Exit Interview (Form 1060) on their own and submit it without attending an exit interview meeting.
- IV. When conducting an Exit Interview meeting, the interviewer:
  - A. Utilizes Form 1060 to facilitate and document the exit interview meeting;
  - B. Attempts to ascertain both the positive and negative perceptions of the employee;
  - C. Requests the employee provide further information when an answer is unclear; and
  - D. Explores comments on any unsolicited areas as well as suggestions relative to the improvement of operations within the Division.
- V. Nothing within this policy shall be construed as limiting the interviewer from discussing legitimate areas of concern regarding employment with the Division.
- VI. The results from the exit interview are forwarded to the applicable Bureau Chief for the employee's area of practice, the Bureau Chief of Evaluation, Analytics, and Reporting (BEAR), and the DCYF Chief of Operations.
- VII. Data from exit interviews may be de-identified and aggregated for a systemic review of trends or concerns in personnel management as approved by the DCYF Director or designee.
  - A. This data shall not be filed in the employee's personnel record.
  - B. This data is used for internal (DCYF use) only, unless it is the subject of a Right to Know Request (RSA 91-A).
  - C. Any other use of this data shall require approval by the DCYF Director.

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
1060	Exit Interview

## Glossary and Document Specific Definitions

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## Document Change Log

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