

Polk County Wisconsin

EXIT INTERVIEWS

Policy 708

Effective Date: 04-20-82

Revision Date: 03-11-2008

Whenever an employee is terminated, resigns, or retires, a representative from the Department of Employee Relations will meet with the employee to determine that employees feelings about his/her employment with Polk County. With the exception of an employee from the Department of Employee Relations or a Department Head, in which case the Administrative Coordinator AND the Chair of the appropriate operating committee, or a designee of the said Chair, would conduct their exit interviews. An exit interview form (see appendix) will be used and whenever possible a signed copy shall be acquired for the employees personnel file.