

## Exit Interview Process



### DETAILS OF THE EXIT INTERVIEW PROCESS

1

- Employees that retire or resign from the District are sent a link to the District's exit interview survey and participation is voluntary.
- The survey comprises 20 questions and is currently administered through Survey Monkey.
- Exiting employees are informed that the survey's purpose is to collect feedback on the District's efforts in diversity, equity, inclusion, and equal employment opportunity. The responses gathered enable the District to enhance the overall employee experience across the district and identify opportunities for improving retention and engagement in the areas of DEIA (Diversity, Equity, Inclusion, and Accessibility).



2

### USAGE OF QUALITATIVE AND QUANTITATIVE DATA FROM OFF-BOARDING

- The Director of EEO, Equity, & Compliance Programs ("Director") is responsible for reviewing all survey responses. This review includes looking for any organizational or departmental trends, such as instances of unfair treatment or harassment.
- The exit interview responses also serve to identify gaps in training needs related to promoting and understanding DEIA.

3

### IMPACT OF OFF-BOARDING DATA ON WORKPLACE POLICIES AND CLIMATE



- The exit interview data is organized into specific categories such as management, workplace culture, and training opportunities. This categorization assists in identifying patterns and trends and determining whether the issues raised are isolated incidents or indicative of broader organizational/departmental challenges.
- This District's process includes strategies for addressing concerns brought up during exit interviews and collaborating with district and college leadership if workplace culture requires improvement.

- All exit interviews containing concerning or constructive feedback related to the functioning and/or work environment of a department/college/district area are sent to the Vice Chancellor of HR and to the College President or Chancellor depending on the site.

The Vice Chancellor of HR then follows-up with the President or Chancellor to discuss the feedback and evaluate potential next steps (if appropriate).

- In cases where responses potentially point to violations of District policies, the Director promptly contacts the college presidents (if it involves college personnel) or the Chancellor (if it involves District personnel) to address these issues through training or an informal or formal investigation.

# 4

## RECOMMENDATIONS/REVISIONS/CONTINUOUS IMPROVEMENT PLAN

- Recommendations or requests for revisions brought forward by individual employees or exiting employees will be brought forward to the District EEO/DEIA Advisory Committee for evaluation and recommendation the semester they are received.
- The Exit Interview process will be formally evaluated every two years by the District EEO/DEIA Advisory Committee.
- Recommendations/revisions from the District EEO/DEIA Advisory Committee will be forwarded to the Chancellor's Executive Council for final discussion and/or approval.



### CONTACT & MORE INFORMATION

For more information about the Exit Interview Process or other Human Resources related information, please contact:

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