Exit Interviews

For: Nonacademic Staff

Subject: Employment Practices
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Purpose

To make available a mechanism for regular staff who voluntarily leave the employ of the university an opportunity to provide information pertaining to their work experiences and the factors that contributed to their departing. Data from exit interviews may be used to help improve human resource management practices, e.g. recruiting, orientation, performance management, training, working conditions, etc. Additionally, the exit interview provides the university with information that may show trends in voluntary terminations and help guide efforts to improve areas that may be leading to turnover.

Procedure

As soon as practical, following notice of resignation, and prior to the staff member's departure, the college/unit human resource representative will e-mail the staff member the url, providing them access to the online exit interview survey. For departing staff that do not typically use or have access to a computer, the college/unit human resource representative will send them a hard copy of the survey. Staff who wish to talk directly with someone in the Division of Human Resources should contact the Department of Inclusion and Workforce Diversity at (607) 255- 6783 or at cpi25@cornell.edu for an appointment.

To access the survey please click here.
HUMAN RESOURCES POLICY

For information on department's administrative responsibility when staff leave the university, and to help the exit process go smoothly, refer to the Exit Procedures process.

NOTE:
For Cornell University policy information, visit the University Policy Office.