

# Exit Interview

## FT\_BO\_HR\_30

Responsible Officer  
Chris Ronk  
Responsible Office  
Human Resources  
Approving Body  
Board of Trustees  
Approval Date  
2019-01  
Last Revision  
2019-01  
Re-evaluation Date  
2021  
Departmental Impact  
Academics

### Policy Statement

Before voluntary termination or resignation of employment, each Staff person choosing to leave the University is asked to meet with the appropriate Cabinet Member to discuss his/her reason for leaving. This meeting will give the departing Staff person a final opportunity to express his/her feelings.