DENMARK TECHNICAL COLLEGE
STATEMENT OF POLICY

DTC POLICY NUMBER: 6-1-003 **REF. STATE BOARD POLICY: NA**

POLICY TITLE: Termination of Employment: Exit Interview
LEGAL AUTHORITY:
DIVISION OF RESPONSIBILITY: Personnel/Fiscal Affairs

x		Fall 1995
NEW POLICY	**REVISED POLICY**	**DATE APPROVED BY COMMISSION**

PRESIDENT	**DATE**	**CHAIRPERSON**	**DATE**

POLICY STATEMENT:

It is the policy of Denmark Technical College that all terminating employees participate in an Exit Interview. The Exit Interview is designed to identify the reason for separation and the opportunity to provide positive and negative aspects of the employment experience, to explain the details on termination of employee's benefits, and to ensure the return of all college property and necessary records.

Files on all Exit Interviews will be maintained by the Personnel Office and will be summarized annually to determine if potential problem areas exist.

The summarized data will be given to the President once a year with an analysis of any trends which should be noted