



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
Marshall University Human Resource Services
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Exit Interviews
Number:	63
Effective Date:	10/01/06
Last Revision Date:	

Every MURC employee who voluntarily terminates employment at MURC (resignation, retirement) is asked to participate in an exit interview conducted by the supervisor or department head. Purposes of the exit interviews include but are not limited to the following: (1) to obtain information on the reason(s) for the employee's departure from MURC employment; (2) to ask the department employee about his/her general satisfaction with MURC employment and what if anything the organization might do to improve the MURC employment experience; (3) if the separation from employment had an economic basis (i.e.- higher salary at another organization) to record pertinent information including salary if revealed and a comparison of the qualifications and requirements of the new job versus those of the job from which terminating at MURC; and (4) to clarify any issues related to employment and facilitate the resolution of employment-related matters such as forwarding address, disposition of benefits, etc.

If the resigning or retiring MURC employee does not wish to discuss his/her MURC employment and reason(s) for leaving same, he/she may participate in an exit interview with the Team Leader, HR-Serv.net. The exit interview is voluntary on the part of the resigning or retiring employee. If he/she does not wish to participate in an exit interview, he/she may so indicate to the supervisor or department head.

The exit interview does not apply to (1) any MURC temporary employee; (2) any employee who is terminated due to the cessation or diminution of grant/contract funding; and/or (3) any employee who is terminated for cause (i.e. - inadequate work performance, gross misconduct, etc.).

Information from the exit interview is summarized on an exit interview form available on the forms page of the MURC Human Resource Services web portal at <http://www.marshall.edu/human-resources/murc/>. The completed exit interview form signed by the supervisor or department head should be forwarded to the Director, Human Resource Services. If the exit interview form is unavailable for any reason, the supervisor or department head should transcribe a brief note setting forth and summarizing the basis information related to the departing employees situation and circumstances.

Supervisors' and department heads' performance will be evaluated partially on the basis of their completing and submitting an exit interview for each MURC employee under their supervision who voluntarily leaves employment.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.