Archived Information

Revised ED Exit Process—As of 7/00

(Items in Italics Reflect Exit Survey Process)

Step 1: Employee gives notice of separation to designated person in the appropriate Executive Office.

Step 2: Executive Office supplies employee with Exit Packet, which includes an ***explanation of the exit interview and/or the questionnaire, and a revised checklist to monitor the completion of all exit materials.***

Step 2a: ***Executive Office either contacts MSIG and notifies them that an ED Management Official interview needs to be scheduled, or encourages the ED employee to fill out the questionnaire. If an ED Management Official cannot be interviewed, a paper questionnaire will be provided.***

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New Exit Interview Data

Step A: ED employees send completed questionnaires

Step B: ED Management Official participates in interview

Step C: Contractor enters all data into database

Step D: Contractor generates reports for MSIG