

## HUMAN RESOURCES ADMINISTRATIVE MANUAL EMPLOYMENT: EXIT QUESTIONNAIRES

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To establish a systemwide process for obtaining employee feedback for analysis aimed at improving the operations and work environment of the institutions of the University System.

## HUMAN RESOURCES ADMINISTRATIVE MANUAL EMPLOYMENT: EXIT QUESTIONNAIRES

All Human Resources personnel and employees within the University System of Georgia should be aware of this policy.

These definitions apply to these terms as they are used in this policy:

- **Exit interviews:** Take place between a terminating employee and a surveyor, either in person or by phone. The exit questionnaire guides the survey.
- **Exit survey data:** Questionnaire information used to generate summaries of information for analysis and planning purposes.
- **Exit questionnaire:** Is a form used to gather information from terminating employees.
- **Aggregate data:** Describes high-level data that is composed of a multitude or combination of other more individual data.

This policy establishes the exit survey process for use within the university system for employees leaving the system and can also be utilized by an institution for individuals transferring.

As part of the exit interview process, departing employees will complete an online exit questionnaire which, at a minimum, includes the first five (5) questions of the online exit interview.

Institutions may continue to use their existing exit interview forms and processes for collecting data, but they should include, at a minimum, the first five (5) questions of the online exit interview.

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