

Town of Wayland

Exit Interview Guidelines

The following guidelines should assist you when conducting exit interviews:

- An Exit Interview should be conducted prior to the employee's last day of employment. Notify the employee prior to the last day of employment to schedule the Exit Interview. *
- Complete the top section of the Inventory Reclamation Sheet and review each item with the employee. Have the employee sign the sheet. You must collect all properties that belong to the Town of Wayland before the employee leaves. If an employee refuses to return Town property or claims to have lost it, please contact John Senchyshyn, ATA/HR Director immediately at (508) 358-3623.
- If the employee has not submitted a letter of resignation, then have the employee complete the Separation From Employment letter.
- The employee should complete and sign the Employee Authorization to Release Reference Information. The top section does **not** authorize release of information; the bottom section does authorize the release of information to prospective employers.
- Ask the employee to complete the Exit Interview Questionnaire. Inform him/her that it is not mandatory, however, it is confidential and will assist the Town in analyzing its performance, and in developing action plans to address critical issues. The employee may mail the questionnaire directly to Human Resources.

* In the case where the employee has left the Town without notice or you were unable to conduct an exit interview, an Exit Interview Packet may be mailed to the home of the employee.

**TOWN OF WAYLAND
TOWN PROPERTY RECLAMATION FORM**

Employee Name: _____ Department: _____

Date: _____

-
- | | | |
|-----|-------|-----------------------------------|
| 1. | _____ | Office Keys |
| 2. | _____ | Building Keys |
| 3. | _____ | Vehicle Keys |
| 4. | _____ | Wright Express/Other Credit Cards |
| 5. | _____ | ID Card |
| 6. | _____ | Uniforms |
| 7. | _____ | Cell Phone/Pager |
| 8. | _____ | Laptop Computer |
| 9. | _____ | Other Computer Equipment |
| 10. | _____ | Firearms / Ammunition |
| 11. | _____ | Specialized Department Equipment |
| 12. | _____ | Files / Documents |
| 13. | _____ | Voicemail Password |
| 14. | _____ | Computer Passwords |
| 15. | _____ | Other Items |

Employee's Signature : _____

Supervisor's Signature : _____

Date : _____

Date : _____

TO: Town of Wayland

FROM: _____
(First Name, Middle Initial, Last Name)

DATE: _____

SUBJECT: Voluntary Separation from Employment

This memo serves as notification of my voluntary separation from employment with the Town of Wayland. This separation of employment is effective on ____/____/____.

Employee Signature: _____

Witness: _____

**TOWN OF WAYLAND
EMPLOYEE AUTHORIZATION
TO RELEASE REFERENCE INFORMATION**

I, _____ **DO NOT** authorize the Town of Wayland to release
(PRINT)
any information to prospective employers.

Signature: _____ Date: _____

I, _____ **hereby** authorize the Town of Wayland to release the
(PRINT)
following job reference information to prospective employers:

_____ Any information desired by my prospective employer

OR

_____ Salary history

_____ Dates of employment

_____ Positions held

_____ Duties and Responsibilities

_____ Performance

_____ Reasons for leaving

_____ Eligibility for rehire

_____ Other: _____

I have reviewed the above and understand that the data to be released is based upon information contained in my personnel file.

Signature: _____ Date: _____

TOWN OF WAYLAND

EXIT INTERVIEW QUESTIONNAIRE

(Optional)

Interviewer: _____ Date: _____

Employee's Name: _____ ID#: _____

Employee's Title: _____ Part-time/Full-time: _____

EDUCATION LEVEL: High School: _____

College : _____ Degree: _____

1. What is your most significant reason for leaving?

Better Opportunity	_____	Job Security	_____
Better Compensation	_____	Relocation	_____
Better Working Conditions	_____	Military	_____
Supervision	_____	Retirement	_____
Co-workers	_____	Marriage	_____
Commuting Distance	_____	Maternity	_____
Return to School	_____	Layoff	_____
Dissatisfaction	_____	Health	_____

Other _____

2. Have you utilized the Employee Assistance Program? ___(Y) ___(N)

If yes, did you find it helpful? ___(Y) ___(N)

3. How would you rate the following as a Wayland employee?

	Favorable	Satisfactory	Unsatisfactory
Your Job Assignment	_____	_____	_____
Your Department	_____	_____	_____
Utilization of Abilities	_____	_____	_____
Recognition of Ideas	_____	_____	_____

Promotional Opportunities	_____	_____	_____
Quality of Work Environment	_____	_____	_____
Your Current Salary	_____	_____	_____
Benefits	_____	_____	_____

Remarks: _____

4. How would you rate the following in your job or department?

	Favorable	Satisfactory	Unsatisfactory
Cooperation within Department	_____	_____	_____
Cooperation with other Departments	_____	_____	_____
Orientation to Job	_____	_____	_____
Adequacy of Training	_____	_____	_____
Communication within the Department	_____	_____	_____
Workload	_____	_____	_____
Supervision Received	_____	_____	_____

Remarks: _____

5. Do you have any other comments about working for the Wayland?

5. Would you work for the Town of Wayland again?

Yes _____ No _____ If not, why? _____
