

## Employee Exit Interviews

SCAC Survey - December 2007

County	Are County Exit Interviews Conducted? If so, how long are they kept on file.	How long are the exit interviews kept on file?	How are they used?	Has your county ever received a FOIA request for an exit interview? How was the request handled?	Comments
Anderson	Yes. The exit interview is placed in the employee's personnel file and kept according to the law which I believe is 7 to 8 years. I.e. we keep it as long as we keep the personnel file.		We review the reasons cited for leaving, which sometimes results in Personnel contacting the Dept head to address specific concerns. Often, the reason for leaving is for higher salary. We have also graphed the data to see if there is an issue that we can impact.	No	
Beaufort	Yes. T1 - 2 years, no set time limit		We look for trends in turnover; try to identify possible problems (pay, etc.)	No	Our exit interviews are voluntary and kept confidential; probably only about 10-20% participation; but it can help us identify problems
Calhoun	No			No	
Charleston	Yes. Due to a recent FOIA request, we are currently examining the idea of immediately sharing them with the Dept Head and appropriate Deputy County Administrator, and then destroying them.		Provided for Management information.	Yes. We provided the exit interviews with personal identifying information redacted. The reporter then placed them on his employer's web page (a local tv station) Now, an employee cannot be told that exit interviews will be confidential.	
Clarendon	Yes. We just started doing them in 2006.		They are confidential, we use them to analyze "WHY" & "WHAT" factors casue our employees to terminate their employment. We ask questions that require more that a "yes'or "no" The topics are: Job satisfaction, working conditions, communication, promotional opportunites inthe employees opinion, job challenges, workload, salary, fringe benefits, Supervisor's role, recognition, & list the reasons you are leaving	No	
Darlington	Yes	Not all employee come in for the exit interview but they are kept for 5 years	We look at the interview and see if there are any suggestions that may help the county improve in certain areas.	No	

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Dorchester	No	Exit interview information (if the employee does participate) is kept in their file for 3 years - then destroyed.	The exit interview is used internally to address the concerns - if any- however, it is evident that most employees leaving do not want to burn bridges and you have to sort through what is credible information.	No	Dorchester County has a policy on exit interviews and we follow concerning benefit information; however, we have not been successful gathering any other type information. Again, exit interviews are only as good as the employee willing to give accurate information.
Florence	Yes	They are reviewed by the appropriate authority and then closed out.	After review, they are closed out.	No	Completion of an exit interview questionnaire is totally voluntary.
Greenville	Yes	About 5 years	They are compiled (not using the employees' name) on a quarterly basis by department. The compilations are given to the Assistant County Administrator for Human Resources and may be forwarded to the other Assistant County Administrators if deemed appropriate. If something against County policy is revealed, the Assistant County Administrator for HR is informed and may take action.	No	Exit interviews are conducted giving the employee a chance to tell what they like or dislike about the job, etc. They are conducted in anonymity.
Greenwood	Yes	5 years	Reviewed by Administration to gather information on strengths and weakness	No	
Horry	Yes	At least one year	Statistics are tallied quarterly and action may be taken on significant issues.	Yes. Some information may be provided upon county approval if requestor makes a sufficient case for release of information.	Interviews are never released in their entirety. Personal identifying information is always held back.
Jasper	Yes	Undetermined at this time.	The HR Director reviews the exit interviews and discusses any issues with the County Admin. and the Department Head.	No	
Laurens	Yes	Records of the interviews are maintained in the file of former employees. These files are maintained for a number of years.	They are used as a management tool to insure in the event that the interview reveals conflict, poor management practices, etc. We try to review these interviews carefully to make sure that a disgruntled employee is not using this as a way to "get even."	No	

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Oconee	Yes	for ever	We explain options on retirement or other benefits maintained. make sure all county equipment is returned, verify final payment w/ date. Also, we take any comments or information the terminated employee shares and use as a tool to the department head to address issues discussed.	No	
Sumter	Yes	Indefinitely	Reviewed by HR, addressed with Department Manager if necessary, without revealing the identity of the employee.	No	Exit interview forms are mailed out with a self addressed, stamped envelope for employees to return with the understanding that all information is kept confidentially.
Williamsburg	No			No	We inform the employee about what to do about retirement, insurance, etc., no paper work.
Berkeley	Yes	1 year		No	
<b>Summary:</b>					
<b>17 responses (37%) 15 Yes (88%); 2 No (12%)</b>				<b>2 Yes (12%); 15 No (88%)</b>	