

**ATTORNEY GENERAL'S OFFICE
PROFESSIONAL STAFF
EXIT INTERVIEW PROCESS**

Required by Lead Support:

- Upon notification that a professional staff member has resigned/will retire, Lead Support shall immediately send notification, via e-mail, to Kim Siebs and Judy Gaul to request an exit interview. Include:
 - Name of employee
 - Classification
 - Division
 - Location
 - Last day in the office

Process:

- Kim Siebs (with back-up from Judy Gaul) shall send an e-mail notification to the departing employee with information about the exit interview. This will include:
 - A link to the on-line survey and directions for completion
 - The name of the person who will be conducting the interview
 - With a copy to interview team member who will conduct the exit interview

Interview Team Member:

- Contact the employee to schedule a date/time to meet (via telephone or in-person).
 - Reinforce with the employee that the survey should be completed no less than 24 hours prior to the session
 - Notify Kim Siebs & Judy Gaul of the date of the interview. The completed on-line survey results will be sent to the interviewer.

Employee:

- Complete and submit the on-line exit survey no less than 24 hours prior to meeting with the interviewer.
 - Participate in the one-on-one interview

Interview Team Member:

- Conduct the exit interview and write a narrative of the discussion. Include identifying information such as:
 - Name of employee
 - Classification
 - Assigned Division
 - Interviewer
 - Date of Interview
- Send the original completed survey and narrative to Kim Siebs, Human Resource Consultant (HR/Seattle) – in an envelope marked “CONFIDENTIAL”.

Distribution:

- Each exit survey /narrative will be distributed in electronic format to Rob McKenna and Brian Moran

Reporting:

- Each year an analysis will be conducted regarding staffing trends/issues based on survey results