



**TOWN OF DEWEY-HUMBOLDT  
ADMINISTRATIVE REGULATION**

**AR No 10-02**

**Subject: *Exit Interview***

**Effective Date: February 19, 2010**

1. Scope. This policy applies to employees in all Town employees and contractors providing FTE services.
2. Purpose. To establish procedures for retaining as much institutional knowledge as possible. It is the policy of the Town to develop and retain staff through substantial training, reasonable compensation and benefits, and through consistent attention to personal development of every employee. Nevertheless, from time to time an employee will retire or move to another agency to expand the scope of their work, and in those cases there is a significant risk that important institutional knowledge will be lost.
3. Exit Interview.
  - 3.1. All employees will meet with the Town Manager or Finance Manager, or both, on their last day of work to conduct an Exit Interview.
  - 3.2. The employee should be prepared to help the Town continue in their absence by providing comprehensive information, written if possible, related to the following:
    - 3.2.1. Key Tasks. What are the key tasks of the position? Does the job description accurately describe these tasks? What are the routine tasks that need to be continued? What are the on-going initiatives for which the employee was responsible?
    - 3.2.2. Locations. Where are key documents, keys, Town property, etc., located, both physically and on the computer?
    - 3.2.3. Annual/Cyclical dates. What are the annual or cyclical functions? When on the calendar do these usually occur? When will the employee's successor have to get started in order to meet these deadlines?
    - 3.2.4. Key players. Who – in Town Hall, in the community, in other agencies, or in profession associations – are important to achieve the tasks of the position? What are their roles and how do they usually interact with the employee? Email addresses, phone numbers, and other contact information will be very helpful.
    - 3.2.5. Associations and Annual Training. What associations should the successor be a member of? What are the traditional or helpful training events that the successor should plan on attending?
    - 3.2.6. Analysis, critique and suggestions for Town Hall. What went right in Town Hall? What was frustrating? What should be done differently? What should stay the same, come what may?

**TOWN MANAGER APPROVAL**

Initial

Notes: \_\_\_\_\_