

MEDICAL COLLEGE OF OHIO

Subject: EXIT INTERVIEW

Policy No.: 05-011

Employees who are exiting the organization must notify Human Resources of such, as well as provide a last day worked. They may be offered the opportunity to speak with a Human Resource Representative to discuss their employment experiences if they would like, or an exit packet containing all pertinent information will be mailed to homes of employees who terminate employment voluntarily, with instructions for each of the forms. Managers are also encouraged to notify Human Resources, when employees are leaving employment with MCO, to help ensure that post-employment processes are complete.

Items covered in an exit interview include the discontinuation of all insurances and their effective dates, an explanation of COBRA (a Federal option which allows separating employees to continue health insurance coverage), PERS and other related topics.

All exit interview questionnaires that are returned by the exiting employees are forwarded on a quarterly basis, confidentially, to the appropriate administrator and Department Head. These summaries are also distributed to the Vice President of Administration and the Vice President of Academic Affairs/Dean, School of Medicine biannually.

All MCO property, including identification badge, keys, uniforms, pagers, etc. must be returned to either the Department Director or to Human Resources prior to the date of separation.

Source: Vice President for Operations

Effective Date: 07/01/86

Revision/Review Date:

10/15/87
08/01/88
08/07/89
08/06/90
10/22/91
12/20/93
07/01/95
08/01/96
04/01/98 Revised
07/01/99 Revised
07/01/00 Reviewed
07/01/01 Reviewed
07/01/02 Revised
07/01/03 Revised