

**From:** RIT Message Center [<mailto:msgctr@rit.edu>]

**Sent:** Monday, June 11, 2012 10:34 AM

**To:** RIT Message Center

**Subject:** Exit Interview Communication

To: RIT Staff Employees and Supervisors

From: Human Resources (HR) Department

We are writing to notify staff members and supervisors that HR has reviewed and revised the exit interview process for staff members voluntarily leaving the university.

Effective immediately, all staff employees voluntarily leaving RIT will be invited to meet with a Human Resources Services Manager (HRSM) for a confidential in-person exit interview. On those rare occasions when a face-to-face interview is not feasible, an exit interview form will be sent to the individual which can be returned electronically or through the U.S. mail.

Our goals for conducting in-person exit interviews include:

1. Increasing opportunities for staff members to confidentially convey details about the quality of their work experiences at RIT prior to departing.
2. Achieving a deeper understanding of the reason(s) for each voluntary termination and compiling that information to analyze trends.
3. Gaining greater insights about work experiences and work environments at RIT to advance leadership development, improve supervisor training, and develop or revise policies and procedures.
4. Obtaining candid feedback on a variety of work-related practices across the university to identify opportunities for improvement and recognize demonstrated success in work-related practices.
5. Creating a final university-level experience for staff members that is personalized, respectful and mutually beneficial, maximizing the opportunity for positive post-employment relationships.

If you have questions or comments, please contact the Human Resources Services Manager for your college or division. Their contact information and college/division assignments can be found at:

<http://finweb.rit.edu/humanresources/relations.html>.

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