



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



OCT 12 2007

PERSONNEL BULLETIN NO. 07- 06 (300)

SUBJECT: Employee Exit Interview Process

1. Purpose. This Personnel Bulletin implements a Department-wide employee exit interview process to collect and analyze uniform information about employment trends and perceptions. This information will be used throughout the Department of the Interior to improve recruitment, increase employee retention and improve the quality of work life for current and future Department employees.

2. Authority. Part 300 of Title 5, United States Code

3. Policy. Effective immediately, all Departmental bureaus and offices must provide each separating employee with an opportunity to complete the Department's anonymous, web-based employee exit interview, as a voluntary item on the final salary clearance or checkout procedure form. For this purpose, a separating employee is defined as follows:

- An employee who is voluntarily leaving a bureau or office (for example, an employee who is retiring or accepting a position with another agency, or moving to a different bureau in the Department);
- An employee whose term or temporary appointment with a bureau or office is ending;
- An employee who is separated due to organizational change or reduction in force (RIF); and,
- An employee who is terminated for cause.

An employee is not considered a separating employee under the following circumstances and should not complete an employee exit interview:

- An employee who is suspended;
- An employee who is placed on furlough; and
- An employee who is placed on extended leave or leave without pay, with the intent to return to duty.

In addition, contractors, consultants and volunteers are not Federal employees and should not complete an employee exit interview.

Each Departmental bureau and equivalent office is required to develop and publicize the process they will use to enroll the separating employee in the exit interview. The bureau/office contact will then enter the separating employee's name into the web-

based exit interview system. The automated system will generate an email to the employee with an invitation from the Deputy Chief Human Capital Officer to complete the exit interview. The invitation email will contain the web link for the employee exit interview system.

Employees are expected to complete the survey as part of the clearance process using government resources (time and equipment). There is no provision for individuals to access the web-based tool outside of the Department networks. After departure from Department, employees will only be able to complete the survey through the receipt of a hard copy or through contacting a Human Resources Office for in-person access. The tool is developed to protect the anonymity of the respondent.

For separating employees without internet access, bureaus and offices may offer an anonymous, paper copy option through the contractor for the employee exit interview.

4. Use of Information. Bureaus and offices must designate a primary system user and alternate. The primary system user and alternate will serve as the points of contact and as the key staff to pull reports from the system. This access is to be limited to ensure the anonymity and security of the system.

All reports will be aggregated at a demographic level to ensure the anonymity of respondents.

The Department's Offices of Civil Rights and Human Resources will use the anonymous, employee exit interview data to generate quarterly reports about the most effective retention tools for the Department's bureaus and offices. Note that all data from the paper copies of the exit interview will be merged with the data from the web-based interview system, while maintaining anonymity of separating employees.

This policy is effective as of the date of this Bulletin and will remain in effect until superseded or incorporated into 370 DM 300 on exit interviews.


Sharlyn A. Grigsby
Director, Office of Human Resources

Attachment



United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, DC 20240



OCT 12 2007

Memorandum

To: Departing Employees
From: *Kathleen J.H. Wheeler*
Kathleen J.H. Wheeler
Deputy Chief Human Capital Officer
Subject: Exit Survey

It is my understanding that you will be leaving your current position. Thank you for your contribution to the successful accomplishment of the mission of the Department of the Interior.

Please complete an employee exit survey to help us benefit from your experience and perceptions of your workplace. I am committed to making the Department the best place to work, and your anonymous response will help identify areas where we are succeeding in this goal and the areas in which we need to improve.

Through the following secure and anonymous links, you and other separating employees can provide candid feedback about your employment experiences. Your collective feedback will help shape Interior's employment practices and improve the work lives of current and future employees nationwide.

<www.metricsthatmatter.com/MTMStudent/SurveyPage.aspx?&orig=4&StudentID=6619858&ClassID=-1&TimeOffset=0&EventID=1254707&FormID=4005&sid=3052512&optout=True&LanguageID=1&anonymous=True&rtyp=1&oid=10269>

As you leave Interior, I wish you the best in your future endeavors. Thank you for your timely completion of the survey.