

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: CSA Exec 5/02, Rev. 1/10	Page: 1 of 1	Number: 7.15
	Reviewed by/Reviewed Date: CSA Exec 5/02, 2/8/10	Replaces:	Category: Administrative
Title: Exit Questionnaire		Approved: 2/8/10	

Policy

 Procedure

 Guideline

Purpose

The exit questionnaire is designed to provide and encourage continuous feedback to help improve the recruitment and retention of staff at the Community Services Agency (CSA).

Definition

This procedure will be used to give general feedback to the Executive Committee Team on such areas to encourage and foster a learning organization.

Procedure

The questionnaire will be provided to every staff member that leaves CSA employment. Staff members include full-time, part-time, extra-help, personal service contractors, temporary agency staff and volunteers. Leaving CSA employment includes transferring to another county department, retiring, termination, lay off, or resignation. A questionnaire will accompany a postage paid envelope to allow for anonymous feedback.

Completed questionnaires will be gathered and housed in by CSA Human Resources. These questionnaires will be summarized and reported to the Executive Committee Team.

The summary will include the following information:

- Reason for leaving the Agency
- Supervision feedback
- Management feedback
- Work environment feedback