NORTHERN NEVADA ADULT MENTAL HEALTH POLICY AND PROCEDURE

SUBJ	ECI: EXII S	URVEY			
NUM	NUMBER: NN-HR-36 Page 1 of 2				
ORIG	INAL DATE:	10/16/08, 9/15/11			
REVII	EW/REVISE DA	TE:			
APPF			, Interim Agency Director		
I.	PURPOSE: The purpose of this policy is to provide a safe environment and mechanisms for open feedback to occur and for agencies to review and consider.				
II.	POLICY: To improve agency operations by gaining open feedback from staff at the time of their departure from the agency.				
III.	Reference:				
	MHDS Policy # 5.022				
III.	PROCEDURE:				
I.	Upon tendering their resignation or providing notice of their intent to transfer to another agency, employees will be provided a memorandum from the Nevada Department of Personnel (DOP) about completing a confidential Exit Interview Survey.				

II. The DOP memorandum will be provided to employees voluntarily leaving State service

and to employees moving from one State agency to another.

- III. Exit interview surveys may be completed on-line or employees may request to complete a paper version. Forms are available on the DOP website. www.dop.nv.gov.
- IV. If the employee completes the paper survey, they will be instructed to submit the completed form to an agency personnel representative. The agency personnel representative will collect the survey and enter the data online.
- V. DOP will provide quarterly and annual reports to agency management and human resources staff.