



City of Pittsburgh  
Operating Policies

<b>Policy: Exit Interview</b>	<b>Original Date: 9/1986</b>
	<b>Revised Date: 9/2009</b>

**PURPOSE:** To establish guidelines when conducting an exit interview for all voluntary and involuntary terminations.

**POLICY STATEMENT:** It is the policy of the City of Pittsburgh to conduct exit interviews with all voluntary and involuntary terminations. The exit interview process will provide employees with referrals regarding benefits (see attached list) and can provide feedback useful to the department in evaluating its operations.

*Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.*

**DEFINITIONS**

**Exit interview:** An interview with the department head or designated manager and the employee held on or before the last day of employment with the City.

**PROCEDURE**

- 1)** The exit interview will be scheduled on or before the last day worked for the convenience of both the employee and the department. Should an employee give insufficient notice of termination to allow scheduling of the exit interview, the department is encouraged to conduct the interview when the employee returns to receive his/her last paycheck.
- 2)** The department will ensure that all City property (e.g. I.D. card, keys, tools, etc.) is returned. The ID card should be sent to P&CSC with the Personnel Transaction Form.
- 3)** It is preferred that the department head or his/her designee conduct the exit interview.

- 4)** The Exit Interview Form is available online at the City's intranet website (listed under Forms for Procedures). The interviewer should review all of the items included on the form and mark the employee's responses in the appropriate space. The employee is then given an opportunity to review the completed form. Both parties should sign the form after it has been reviewed.
  
- 5)** The employee should be assured that the information discussed during the interview and contained on the interview form will be kept confidential by P&CSC. The department head or designee should forward the completed exit interview document to their P&CSC liaison/ Personnel Analyst.
  
- 6)** Any questions concerning the exit interview process should be directed to your Personnel Analyst.