


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:  Peter John D. Camacho, MPH Hospital Administrator/CEO	RESPONSIBILITY: EEO Officer	EFFECTIVE DATE: January 22, 2018	POLICY NO.: A-HR1500	PAGE: 1 of 3
TITLE: EXIT INTERVIEWS				
LAST REVIEWED/REVISED: 10/2017				
ENDORSED: EMC 10/2017				

PURPOSE:

To provide procedures for conducting exit interviews on employees leaving GMHA.

POLICY:

The Guam Memorial Hospital Authority will conduct an exit interview for those employees who resign, retire, transfer or terminate from GMHA.

PROCEDURES:

I. CONDUCTING THE EXIT INTERVIEW

The Equal Employment Opportunity Officer or designee will conduct an exit interview to obtain and document separation information from the employee.

II. REPORTING AND CONFIDENTIALITY

- A. The exiting employee(s) will be assured of the confidentiality of the exit interview and that there will be:
 - 1. No individual attribution of comments to his/her immediate supervisor or manager on the content of the interview without consent;
 - 2. No individual feedback to his/her co-workers without consent;
 - 3. No effect on future references or re-employment with GMHA.
- B. The Equal Employment Opportunity Officer will compile information from the exit interviews as it relates to matters, opinions or suggestions concerning the various aspects of hospital operations, the work environment, and personnel practices.
- C. Suggestions and/or problem areas which are identified through the exit interview process will be reported to the management team in such a

manner that the identity of the employee(s) providing such information is kept confidential.

III. RESPONSIBILITIES

A. Employees:

1. Employees, with the exception of those who are ill-health, have passed away, terminated (fired), or non-renewal of contract, must complete an exit interview as part of the administrative clearance process.
2. Employees will provide information pertaining to:
 - a. The employee's reason for separation;
 - b. The employee's comments and opinions concerning working conditions, personnel management programs and practices, and suggestions for improvement;
 - c. policies and practices;
 - d. factors which may have influenced the employee's decision to leave;
 - e. any observations of misconduct, discrimination, or harassment; and
 - f. the efficiency and morale of their respective department.

B. Equal Employment Opportunity Officer:

1. Exit interviews will be conducted by the Equal Employment Opportunity Officer or designee.
2. The Equal Employment Opportunity Officer or designee will ensure that the confidentiality of the exit interview process is not violated.
3. The Equal Employment Opportunity Officer will compile and analyze responses from the exit interviews.
4. The Equal Employment Opportunity Officer will provide an Exit Interview Summary with aggregate information to the Hospital Administrator/CEO and department heads pertaining to suggestions and/or problem areas (or significant positive accomplishments) discussed during the exit interviews, on a quarterly basis.
5. The Equal Employment Opportunity Officer will notify the concerned immediate supervisor or department head of any problems, concerns or suggestions via memo, on the matters

brought up in the exit interview. (Allegations of misconduct, discrimination or harassment will be acted on immediately.)

6. The Equal Employment Opportunity Officer will retain all Exit Interview Questionnaires.
7. The Equal Employment Opportunity Officer or designee will sign off on the employee's Administrative Clearance Checklist Form upon completing the exit interview.

C. Management's Responsibilities:

1. The immediate supervisor or department head will provide a response to the Equal Employment Opportunity Officer on the resolution of problem areas or concerns identified in the Exit interview, within ten (10) working days from the date of notification.
2. The immediate supervisor or department head will not retaliate against any exiting employee on request for future references or re-employment with GMHA.

RESCISSION:

Policy No. A-HR1500, Exit Interviews, of the Administrative Manual made effective February 14, 2017.