Office of Human Resources

1906 Exit Interviews

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Georgia Department of Human Services
Human Resources Policy #1906

Exit Interviews

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The Department of Human Services (DHS) recognizes the need to retain employees in order to provide quality services to its customers. In an effort to assess experiences, feedback from employees who resign from DHS should be requested, evaluated, and used as the basis for workplace improvements.

Section A: General Provisions

1. An online Exit Interview Survey is available to collect work experience information from employees who are voluntarily leaving employment with DHS.
2. Every employee who resigns from DHS employment is strongly encouraged to complete the online Exit Interview Survey.
3. The Office of Human Resources (OHR) Operations, Benefits & Data Analytics Team (Operations) will review the Exit Interview Surveys and will provide summary data to Division/Office Directors or their designees as appropriate. The Operations Team will be available to assist Divisions and Offices with analysis of the data.
4. Exit Interview Survey responses are confidential and will only be used as a part of an aggregate report. No employee names will be disclosed.

Section B: Process

1. Employees who provide notice of resignation will receive a link and password to complete the online Exit Interview Survey from their designated Human Resources Representative. Employees will be afforded an opportunity to use a DHS computer to complete the exit interview survey.
2. The information provided by this survey will be reviewed by the Operations Team and may be used to identify trends and make recommendations for improvement plans or other actions.

For additional information or assistance, please contact your designated Human Resources Representative.