

## **AP 7351 Exit Survey**

### **References:**

No Oregon Statutory Requirement

Clatsop Community College values the working satisfaction of its faculty and staff and desires to recruit and retain diverse, well-qualified faculty and staff. The goal of an exit survey is to identify opportunities for the college to learn from past employee experience, knowledge, and expertise. Employees leaving the college have a unique perspective on the strengths and weaknesses of our institution, including information about their work experiences and why they have chosen to pursue another opportunity. This information is of vital importance in analyzing employee retention and turnover trends, as well as opportunities for improvement, in a holistic college-wide data set.

Employees separating will be invited to complete an exit survey upon submission of a resignation letter either by completing an online survey or face-to-face interview.

Information from the survey will be provided to administration and periodically to supervisors in aggregate form to maintain privacy except if information relates to allegations of harassment, discrimination, or illegal activity which will be reported immediately to the appropriate person(s) designated to handle such matters as required by law.

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