



UVM Staff Exit Interview FAQs

Q1: What is the purpose of staff exit interviews?

A1: The staff exit interview process is intended to provide employees voluntarily leaving the University with the opportunity to provide feedback on culture, job satisfaction, benefits & pay offerings. Exit interviews will assist UVM in gaining insight into where there is opportunity to promote employee job satisfaction. Information collected during exit interviews will allow a unique perspective on organizational performance and employee satisfaction.

Q2: Is the exit interview information confidential?

A2: The information collected during exit interviews is not confidential, however it is private. The information will only be shared in aggregate and personally identifying information will be removed before it is shared. However, if unethical or criminal behavior, incidents of discrimination or harassment, regulatory non-compliance or other legal issues are divulged, the survey administrator is obligated to take action by notifying Affirmative Action/Equal Opportunity Office, Police Services, Audit Services, or other appropriate University office. The information provided in these circumstances may include personally identifiable information.

Q3: What questions will be included in the survey?

A3: A list of the Exit Interview Survey questions can be found [online](#).

Q4: How will I receive the Exit Interview Survey?

A4: The Exit Interview Survey will be sent electronically to all exiting staff employees.

Q5: Can a request for an in-person interview be made?

A5: Yes, the notification email sent to employees for the exit interview survey includes information on how to request an in-person interview with a member of the Human Resource Operations Team.

Q6: What will happen with the exit interview responses?

A6: Responses from the exit interview survey will be regularly reviewed by a member of Human Resource Operations in order to follow-up on in-person interview requests and potential concerns that require action. In addition to this, the Executive Director of Employee Operations will provide a bi-annual summary report to the Vice President of Human Resources, Diversity and Multicultural Affairs to be used for strategic planning purposes that promote employee job satisfaction and wellness.



Q7: Will this exit interview survey and process replace department-established processes at UVM?

A7: UVM's Exit Interview Survey and Process for staff is the official process of the University and will be sent electronically to all exiting staff employees. Department's using other exit survey tools or questions are not reviewed by HR Operations, and are an additional option to the exiting employee to share feedback.

Q8: Will exiting faculty complete this exit interview survey?

A8: No, faculty exit interviews are initiated by the Provost's Office and include a different questionnaire and process. Please contact the Provost's Office for more information at Provost.Office@uvm.edu or 802-656-4400.