

Prepared by Director of Personnel.  
This replaces E9.206 dated October 1985.

UNIVERSITY OF HAWAI'I

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EXECUTIVE POLICY - ADMINISTRATION

December 1990

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E9.206 Personnel Exit Questionnaires

I. INTRODUCTION

In January 1983, the Board of Regents (BOR) requested that the University initiate a procedure to collect information from BOR personnel who were resigning from the University and to compile and analyze the data for presentation to the Board of Regents. Beginning July 1, 1991, the data pool will be expanded to include resigning civil service employees.

II. OBJECTIVE

To promulgate the guidelines for the collection of exit information from all resigning University personnel. Such information would be used to detect trends and/or tendencies which could prove useful in the management of the University.

III. GUIDELINES

- A. All resigning University personnel shall be asked to complete an exit questionnaire on which they would indicate their reason(s) for leaving the University (see Administrative Procedure A9.810).
- B. The Personnel Management Office shall provide staff services to the Office of the President for the collection and analysis of the data and the compilation of a finalized year end report to the BOR.

