

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

Action Date: October 25, 1993

For Information Only

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

DPM BULLETIN NO. 300- 32

DATE: OCT 22 1993

SUBJECT: Distribution of Instruments for the Department of
Transportation (DOT) Exit Interview System

An exit interview instrument has been developed to determine the reasons employees leave, as well as to learn what DOT's strengths and weaknesses are as an employer. Copies of the instrument will be transmitted to each Operating Administration (OA) from the Office of the Secretary (OST) along with instructions and pre-addressed envelopes corresponding to the number of employees it is anticipated will leave. Prior to the implementation of this system, each OA should ensure that appropriate union bargaining obligations have been met.

WHO MUST COMPLETE INSTRUMENT

Effective October 25, 1993, all instrument packages must be distributed by the OAs to all permanent employees who are departing the OA. Departing employees must complete the exit interview instrument before they leave their OA. Employees to receive the instrument are ones leaving your OA for any reason, except termination for cause or Reduction in Force action. This includes transfers, retirements, separations, resignations, and position changes (promotions, reassignments, or changes to lower grades) to another OA. Position changes within an OA are not part of this effort.

DISTRIBUTION

OST will provide each OA headquarters personnel office with an initial supply of instrument packages based on current attrition statistics. The OAs will then be responsible for further distributing the packages throughout their headquarters and

Filing Instructions: File after FPM Chapter 300 Bulletins

Bulletin Expires: Upon notice

Distribution: Personnel Council Members

OPI: M/14:MROROS:61927

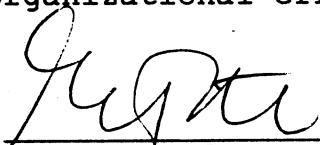
field facilities. Since each OA processes these actions differently, instruments should be distributed in a way that best suits your organization. Once completed, the exiting employees will mail the instrument directly to a third-party vendor in order to ensure anonymity.

If a facility requires more copies of the materials, they should call their headquarters personnel office. If the headquarters personnel offices require more materials, they can contact the Work Force Diversity and Special Programs Division in OST.

ANALYSIS OF SURVEY DATA

The Departmental Office of Personnel will distribute the analyzed results of the survey to the OAs on a recurring basis. The analysis will assist in identifying and improving those areas that will ultimately enhance the Department's competitive edge in hiring and retaining quality employees.

The OAs should evaluate their organization's strengths and weaknesses, as indicated by the analysis, to develop appropriate measures to improve organizational effectiveness.



Director of Personnel